May 8, 2019

North Carolina Department of Health and Human Services
Public Records Officer
news@dhhs.nc.gov

Re: Public Records Request

Dear Custodian of Records:

Pursuant to the state open records law N.C. Gen. Stat. Secs. 132-1 to 132-10, Equity Forward requests access to a copy of any Title X Applications sent by the North Carolina Department of Health and Human Services to the U.S. Department of Health and Human Services during the 2019 funding opportunity.[1]

Fee Waiver Request

Equity Forward requests a waiver of fees and an expedited response because disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of government operations and is not primarily in the commercial interest of the requester. The disclosure of the information sought under this request will document and reveal the operations of the government, including how public funds are spent and how officials conduct the public's business.

In March 2019 The Hill reported North Carolina Planned Parenthood affiliates were "stripped" of Title X funding.[2] This demonstrates a public interest in the DHHS' Title X FY2019 application.

This request is for non-commercial purposes. As a project of a 501(c)(3) organization, Equity Forward does not have a commercial purpose, and the release of the information requested is not in Equity Forward's financial interest. Equity Forward will use the information gathered through this request to educate the public through reports, press releases, or other media. Accordingly, Equity Forward qualifies for a fee waiver.

Conclusion

I would request your response within ten business days. If access to the records I am requesting will take longer than this amount of time, or fees associated with this request exceed

[1] https://www.grants.gov/web/grants/view-opportunity.html?oppId=308947
[2] Trump administration awards $1.7 million family planning grant to anti-abortion clinics, The Hill; 3/29/19

902 Broadway • New York, NY 10010
info@equityfwd.org • @equityfwd • equityfwd.org

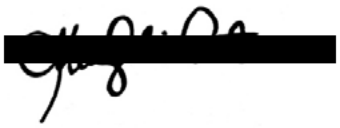
$200, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

If possible, I would prefer to receive this information electronically via e-mail at macarter@equityfwd.org. If you have questions or need additional information, please feel free to call me at (678) 827-1731.

Thank you for your assistance.

Sincerely,



Mary Alice Carter
Executive Director, Equity Forward

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: North Carolina Department of Health and Human Services

* b. Employer/Taxpayer Identification Number (EIN/TIN): [redacted]

* c. Organizational DUNS: [redacted]

d. Address:

* Street1: 2001 Mail Service Center
Street2:
* City: Raleigh
County/Parish:
* State: NC: North Carolina
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 27699-2001

e. Organizational Unit:

Department Name: Health and Human Services

Division Name: Division of Public Health

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.
* First Name: Kristen
Middle Name:
* Last Name: Carroll
Suffix:

Title: FP and Reproductive Health Unit Manager

Organizational Affiliation: Women's and Children's Health Section/Women's Health Branch

* Telephone Number: 919-707-5685
Fax Number:

* Email: kristen.carroll@dhhs.nc.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Office of the Assistant Secretary for Health

11. Catalog of Federal Domestic Assistance Number:

93.217

CFDA Title:

Family Planning Services

*** 12. Funding Opportunity Number:**

PA-FPH-19-001

* Title:

Announcement of Availability of Funds for Title X Family Planning Services Grants

13. Competition Identification Number:

PA-FPH-19-001-063094

Title:

Announcement of Availability of Funds for Title X Family Planning Services Grants

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

North Carolina Statewide Family Planning Program

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: NC-04
* b. Program/Project: NC-all

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 04/01/2019
* b. End Date: 03/31/2022

18. Estimated Funding ($):

* a. Federal	7,700,000.00
* b. Applicant	0.00
* c. State	1,038,731.00
* d. Local	0.00
* e. Other	701,826.00
* f. Program Income	14,085,543.00
* g. TOTAL	23,526,100.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on
- [ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [x] c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

- [x] ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Dr.
* First Name: Mandy
Middle Name:
* Last Name: Cohen
Suffix: M.D., MPH

* Title: DHHS Secretary

* Telephone Number: 919-855-4800
Fax Number:

* Email: mandy.cohen@dhhs.nc.gov

* Signature of Authorized Representative: Completed by Grants.gov upon submission.
* Date Signed: Completed by Grants.gov upon submission.

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 01/31/2019

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Family Planning Services	93.217	$	$	$ 7,700,000.00	$ 15,826,100.00	$ 23,526,100.00
2.						
3.						
4.						
5. Totals		$	$	$ 7,700,000.00	$ 15,826,100.00	$ 23,526,100.00

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Prescribed by OMB (Circular A -102) Page 1

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1) Family Planning Services	(2)	(3)	(4)	Total (5)
a. Personnel	$ 583,124.00	$	$	$	$ 583,124.00
b. Fringe Benefits	208,166.00				208,166.00
c. Travel	39,210.00				39,210.00
d. Equipment	14,400.00				14,400.00
e. Supplies	32,100.00				32,100.00
f. Contractual	22,194,841.00				22,194,841.00
g. Construction					
h. Other	454,259.00				454,259.00
i. Total Direct Charges (sum of 6a-6h)	23,526,100.00				$ 23,526,100.00
j. Indirect Charges					$
k. TOTALS (sum of 6i and 6j)	$ 23,526,100.00	$	$	$	$ 23,526,100.00
7. Program Income	$	$	$	$	$

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. Family Planning Services	$	$ 1,038,731.00	$ 14,787,369.00	$ 15,826,100.00
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	$	$ 1,038,731.00	$ 14,787,369.00	$ 15,826,100.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 7,700,000.00	$ 1,925,000.00	$ 1,925,000.00	$ 1,925,000.00	$ 1,925,000.00
14. Non-Federal	$ 15,826,100.00	3,956,525.00	3,956,525.00	3,956,525.00	3,956,525.00
15. TOTAL (sum of lines 13 and 14)	$ 23,526,100.00	$ 5,881,525.00	$ 5,881,525.00	$ 5,881,525.00	$ 5,881,525.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16. Family Planning Services	$ 7,700,000.00	$ 7,700,000.00	$ 7,700,000.00	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$ 7,700,000.00	$ 7,700,000.00	$ 7,700,000.00	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: 7700000

22. Indirect Charges: 0

23. Remarks: Of the $15,826,100 in Non-Federal share, $14,085,543 is calculated as Program Income. Program Income includes Medicaid, Patient Fees, Private Insurance Payments, and Local Donations which is collected by sub-recipients at the local level.

OMB Number: 4040-0007
Expiration Date: 01/31/2019

ASSURANCES - NON-CONSTRUCTION PROGRAMS

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.§§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U. S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Completed on submission to Grants.gov	DHHS Secretary
APPLICANT ORGANIZATION	DATE SUBMITTED
North Carolina Department of Health and Human Services	Completed on submission to Grants.gov

Standard Form 424B (Rev. 7-97) Back

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
4040-0013

1. * Type of Federal Action:
- [ ] a. contract
- [x] b. grant
- [ ] c. cooperative agreement
- [ ] d. loan
- [ ] e. loan guarantee
- [ ] f. loan insurance

2. * Status of Federal Action:
- [ ] a. bid/offer/application
- [x] b. initial award
- [ ] c. post-award

3. * Report Type:
- [x] a. initial filing
- [ ] b. material change

4. Name and Address of Reporting Entity:

[x] Prime [ ] SubAwardee

** Name* North Carolina Department of Health and Human Services

** Street 1* 2001 Mail Service Center *Street 2*

** City* Raleigh *State* NC: North Carolina *Zip* 27699-2001

Congressional District, if known: NC-04

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency:
Office of the Asst. Secretary for HHS

7. * Federal Program Name/Description:
Family Planning Services

CFDA Number, *if applicable:* 93.217

8. Federal Action Number, *if known:*

9. Award Amount, *if known:*
$

10. a. Name and Address of Lobbying Registrant:

Prefix ** First Name* N/A *Middle Name*

** Last Name* N/A *Suffix*

** Street 1* *Street 2*

** City* *State* *Zip*

b. Individual Performing Services (including address if different from No. 10a)

Prefix ** First Name* N/A *Middle Name*

** Last Name* N/A *Suffix*

** Street 1* *Street 2*

** City* *State* *Zip*

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

*** Signature:** Completed on submission to Grants.gov

***Name:** *Prefix* Ms. ** First Name* Mandy *Middle Name*

** Last Name* Cohen *Suffix* MD, MPH

Title: DHHS Secretary **Telephone No.:** 919-855-4800 **Date:** Completed on submission to Grants.gov

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OMB Number: 0980-0204
Expiration Date: 04/30/2015

Project Abstract Summary

Program Announcement (CFDA)

93.217

Program Announcement (Funding Opportunity Number)

PA-FPH-19-001

Closing Date

01/14/2019

Applicant Name

North Carolina Department of Health and Human Services

Length of Proposed Project

3

Application Control No.

Federal Share Requested (for each year)

Federal Share 1st Year	Federal Share 2nd Year	Federal Share 3rd Year
$ 7,700,000	$ 7,700,000	$ 7,700,000
Federal Share 4th Year	**Federal Share 5th Year**	
$ 0	$ 0	

Non-Federal Share Requested (for each year)

Non-Federal Share 1st Year	Non-Federal Share 2nd Year	Non-Federal Share 3rd Year
$ 15,826,100	$ 15,826,100	$ 15,826,100
Non-Federal Share 4th Year	**Non-Federal Share 5th Year**	
$ 0	$ 0	

Project Title

North Carolina Statewide Family Planning Program

Project Abstract Summary

Project Summary

North Carolina Department of Health and Human Services proposes to provide family planning services including physical exams, counseling/education, family planning methods, sexually transmitted disease (STD)/human immunodeficiency virus (HIV) testing/counseling/education/ treatment and lab testing to individuals of reproductive age with low or no incomes. The goal of this project is to decrease the incidence of unintended pregnancies, reduce cases of STD/HIV and improve the overall reproductive health among North Carolinians. Every effort is made to ensure that families with incomes at or below 100% of the federal poverty level are given priority in receiving family planning services. Patients with incomes between 100% and 250% are also given priority, but are charged according to a sliding fee scale. Our subrecipients provide quality, comprehensive care to clients to ultimately increase their optimal health. The Family Planning and Reproductive Health Unit provides oversight, management, technical assistance, consultation and monitoring to 84 sub-recipient agencies in the provision of Title X services across the state. We also assure that services that are provided are of high quality, efficient and grounded in research. The Title X funding that North Carolina receives is critical for addressing the needs of our most vulnerable populations. Title X funding provides opportunities for access to care for many North Carolinians, ultimately improving their health outcomes.

Estimated number of people to be served as a result of the award of this grant.

313633

Project Narrative File(s)

*** Mandatory Project Narrative File Filename:** 2019 NC DHHS Title X Narrative_BP.pdf

Add Mandatory Project Narrative File | Delete Mandatory Project Narrative File | View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File | Delete Optional Project Narrative File | View Optional Project Narrative File

NORTH CAROLINA DEPARTMENT OF HEALTH
AND HUMAN SERVICES

TITLE X
FAMILY PLANNING

Competitive Grant Application

Division of Public Health

January 14, 2019

A proposal to continue the provision of family planning and reproductive health services to low income women and men throughout North Carolina.

The administrative, management, and clinical capability of the applicant organization including all services that will be provided with Title X grant funds.

North Carolina has a rich history of public health service delivery in communities. The establishment of a public health system in the state began in the early 1900's with Guilford County forming the second local public health department in the nation in 1911 (Guilford County Health Department website). The North Carolina Statewide Family Planning Program was established shortly after the enactment of Title X in 1973. Family planning services have been available in every local health department as well since the early 1970's and much earlier in many counties. The North Carolina Division of Public Health, Women's Health Branch, Family Planning and Reproductive Health Unit (FPRHU) provides comprehensive family planning services in all 100 North Carolina counties through a network of 111 service sites throughout the state through the NC Statewide Family Planning Program. Every local health department or district provides family planning services.

The Division of Public Health released a competitive request for applications (RFA) to solicit service providers to serve as subrecipients and provide services throughout North Carolina in 2016. The RFA process was very detailed and prescribed by DPH; it clearly presented the necessary steps for agencies to take in applying for funds. The RFA was published on the NC Department of Health and Human Services (DHHS) website and was distributed widely using tailored e-mail lists. Any health services agency in the state whether public, private, not-for-profit, etc. was eligible to apply for funding; unless they already receive Title X funding directly from the Office of Population Affairs (OPA). A pre-application webinar was held so that the process was fully explained, and potential applicants better understood the requirements for applications. FPRHU staff was available for individual technical assistance and consultation to applicant agencies. The only agencies to apply for funding were the local health

departments/districts in North Carolina. All agencies were awarded funding for up to three years, based on available funding, to serve every county (all 100) throughout the state.

Applications were reviewed by a multi-disciplinary committee of public and private health and human services subject matter experts. Staff from applicant agencies were not able to participate as reviewers. Applications were evaluated by a committee according to completeness, content, experience with similar projects, ability of the agency's or organization's staff, cost, etc. The award of a grant to one agency and organization did not mean that the other applications lacked merit, but that, all facts considered, the selected application was deemed to provide the best service to the State.

Since the process was completed in 2016 and provides funding for three years, another competitive RFA will be released in the Fall of 2019. Completing an RFA process generally takes up to six months to get full approval through the DPH system. The intent is to complete the RFA process in time to provide funding to subrecipients beginning in state fiscal year 2020. The process will be similar to the one detailed above, with a concerted effort to inform other entities that they are eligible to apply for funding (beyond the local health departments).

The table below depicts the number of projected family planning clients per year of this application. Using the 2012-2016 American Community Survey, we estimate that approximately 38% of the Title X users served in 2019 will be low-income. For the purposes of this application, we define low-income individuals as earning less than twice the federal poverty line.

Calendar Year	Projected number of Title X Users
2019	103,506
2020	104,541
2021	105,586

Financial support for the North Carolina Statewide Family Planning Program is received from Title X, state appropriations, Maternal and Child Health Block Grant, (Title V), Temporary Assistance to Needy Families (TANF), and subrecipient agencies (including third party billing). Each funding source has a distinct budget code/center so that it is easily identified when working through financial questions and/or reporting. The financial management system in place in the State of North Carolina meets the standards found in Subpart C of 45 CFR Part 92. NC DPH is audited each year as part of the state's single audit (A-133). The Title X program has not been considered a major program and no findings related to the family planning program have been reported. Oversight of this activity is maintained by the DHHS Office of the Controller (Controller's Office) in conjunction with the DPH's Local Technical Assistance and Training Branch's Administrative Consultants and Family Planning Program staff. Audit reports are either sent directly to the Audit Resolution Unit of the DHHS Controller's Office or are received by the program, reviewed, and sent to them. Significant program findings on reports sent directly to the Controller's Office are called to the attention of family planning program staff.

The DPH Administrative Consultants conduct an onsite review every two years for each local health department. As a part of that process, policies, procedures and actual documents within the agency are reviewed. For example, they will take expenditures reported in the aid-to-county database (the system by which local health departments draw down state and federal funds and report local funds spent on programs) and will look at all the documentation for those expenditures to verify that the funds were expended prior to being reported. Any findings are communicated to program staff.

The Family Planning and Reproductive Health Unit Manager (Title X Director) and Operations Manager, along with members from NC DPH Budget, Purchasing, and Contracts

Sections have responsibilities relative to dispersing and accounting for Title X funds so that there is a separation of duties and internal controls. Title X federal requirements are incorporated at every level of policy and procedures. FPRHU staff work closely with other sections to analyze, track and monitor the separation of Title X from non-Title X funds using the following reporting tools:

· **Agreement Addendum:** The FPRHU requires that subrecipients submit a plan each year outlining how they will use their Title X, state, and other federal funds as well as detailing other sources of funding they use to support their work. These agreement addenda are reviewed to ensure that Title X funds are only used for appropriate Title X activities. They require signatures from each agency director.

· **Site Visits:** During Administrative Consultant and Regional Nurse Consultant visits to subrecipients, staff verifies that family planning income, including client fees and donations, are only used for program purposes by reviewing subrecipient policies on donations, review charts, client master bills, receipts and clients billing spreadsheets.

· **Annual Agreement Addendum Update:** The Women's Health Branch presents an annual webinar in which any changes to scopes of work or reporting requirements are presented and discussed with subrecipient staff. If new subrecipients receive funding, the Regional Nurse Consultants will provide orientation to the program and the annual webinar will include information for contracts as well as local health department agreements.

Annual Time and Effort: The U.S. Office of Management and Budget (OMB) has established standards and principles for determining cost for federal awards through grants, cost reimbursement contracts and other agreements. Subrecipient agencies are required to comply with time and effort reporting, using these OMB guidelines.

At the grantee level, the care component of the project operates under the responsibility of a Medical Consultant (MD) and a Registered Nurse (RN) Consultant, each of whom has experience and special training in family planning. All subrecipients assure that the clinical component of the project operates under the responsibility of a licensed and qualified physician with special training or experience in family planning who makes sure that services offered are effective and of high quality. Family planning services are based on nationally recognized standards of care described in the Quality Family Planning (QFP). These reproductive health services include but are not limited to: offering a broad range of effective family planning methods, pregnancy testing and counseling, helping clients to achieve pregnancy, basic infertility services, preconception health, sexually transmitted disease services, related preventive health services (i.e., screening for breast and cervical cancer), services for adolescents, and other preventive health services as deemed appropriate through the clinic visit. In addition, reproductive life planning is provided to all clients, which assists clinical staff to offer more client-centered care. Clinic staff also screen for substance use disorders and provide referrals, when appropriate, to help patients achieve optimal health. Screening, diagnosis, and treatment of minor gynecological infections and sexually transmitted infections, as well as related follow up services, are provided to all clients. Significant problems are identified and documented. Problems, conditions, and abnormal findings are appropriately followed and/or referred for additional care. All visits, whether initial, annual or supply visits, are client-focused and tailored to meet individual needs.

Description of need for the proposed Title X services and a description of the geographic area to be served and specific population in need of service.

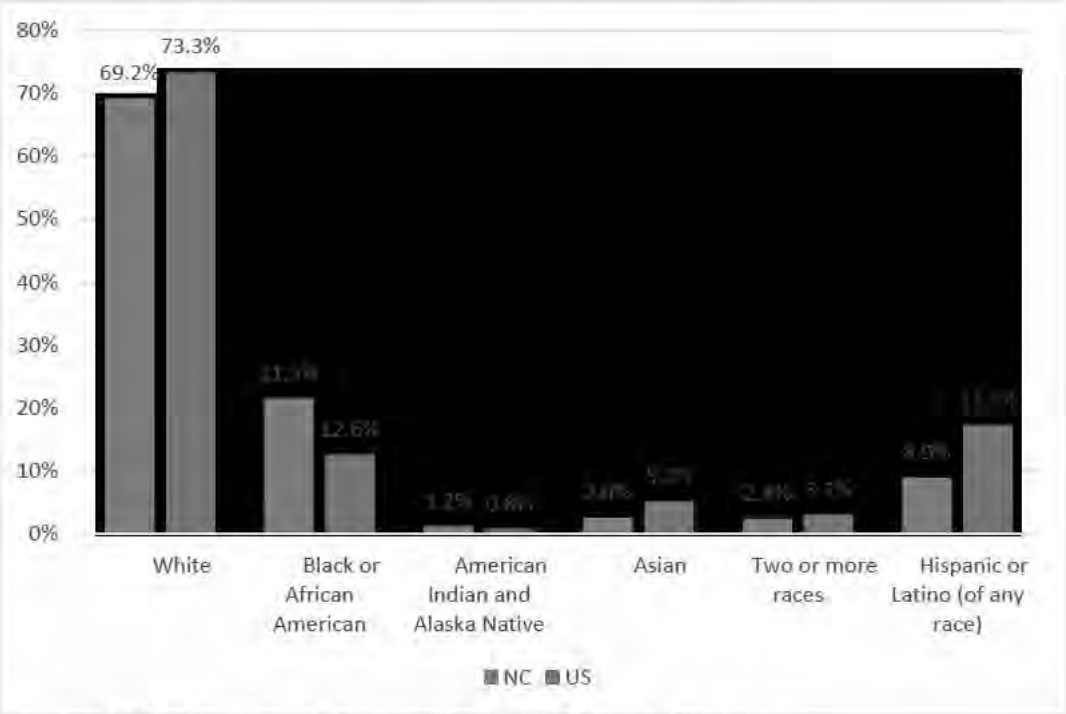
The state of North Carolina (NC) covers 52,175 square miles including 48,710 in land, and 3,465 in water. The 100 counties that comprise the state stretch from the eastern coastal plains bordering the Atlantic Ocean, continue through the densely populated piedmont area, and climb the Appalachian Mountains in the west. These diverse geographical features pose a number of challenges to the provision of health care and other human services. In the sparsely populated western counties, there are vast areas of rugged terrain, which make travel difficult especially during the winter months and contribute to the isolation of the rural inhabitants. In the coastal plain counties, which cover almost a quarter of the State, swamp lands, sounds that bisect counties in half, and barrier islands that are often inundated during hurricane season, also complicate transportation problems and contribute to isolation and health care access challenges. While urban centers have better health care provider to population ratios, access to affordable health care may still be a problem due to long wait times for appointments or lack of insurance coverage (Healthy People 2020). Moreover, because most local health departments have maintained their single-county autonomy, rural departments are often under-funded and have difficulties attracting sufficient staff and operating efficiently. Although the State is becoming more urban, 64 of the 100 counties are still considered rural.

According to the July 2017 population estimates from the US Census Bureau, NC is the ninth most populous state in the nation with an estimated population of 10,273,419. NC's population grew by about 112,000 between 2015 and 2016. This is the largest single year increase since 2010, according to data from the U.S. Census Bureau. With a growth rate of 1.1%, NC's 2015-16 growth was faster than the national growth rate (0.7%). Overall, NC's population has grown by 611,000 since 2010, an increase of 6.4%. The increase in population growth was

fueled by a rise in net migration: NC received 81,000 net migrants between 2015 and 2016. This was the fifth largest inflow of any state. Net migration accounted for nearly three of every four new residents to the state (UNC Population Center Carolina Demography, *North Carolina population growth at highest levels since 2010,* February 10, 2017*)*. Population growth trends were not experienced equally as there was more rapid growth in major urban areas while many counties in the northeast and central coast experienced slow growth or population declines, and this trend is projected to continue over the next five years.

The 2012-2016 American Community Survey (ACS) census population estimates indicate that more than one out of every four individuals in the state is a member of a minority group. NC is one of nine states in the nation in which African Americans make up over 20 percent of the population. African Americans are the largest minority group at 21.5 percent of the population. The combined other minority groups -- Latinos (8.9 percent), American Indian and Alaska Native (1.2 percent), Asian/Pacific Islanders (2.7 percent) and those reporting two or more races (2.4 percent) -- represent a much smaller proportion of the total population, but their numbers have continued to increase since the 2010 Census. See Figure 1 for a comparison of racial and ethnic distribution in NC and the US.

Figure 1. Race/Ethnicity Distribution in NC Compared to US



Source: 2016 American Community Survey 5-year Estimates

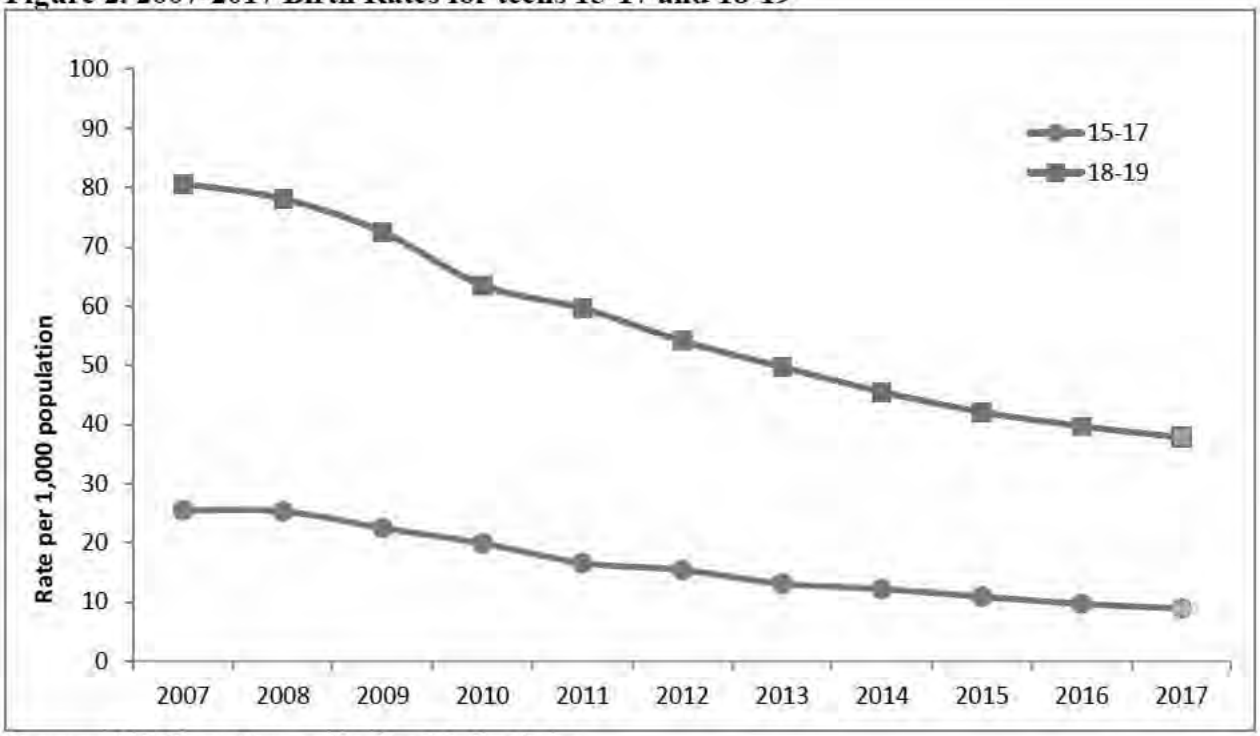
According to the 2012-2016 ACS, the age distribution of the female population of NC mirrors that of the nation. Females in NC and in the US are also aging at approximately the same rate. The median age in NC is 38.3 years; for women in the US it is 39.7 years. The number of women in NC in their prime reproductive years (ages 15-44) is 1,985,346, or 38.8% of the total female population. The 2024 population projections show that the proportion of women of childbearing age will comprise 38.7% of the total female population with a median age projected at 41.2 years (NC State Center for Health Statistics). Projected trends for the female population mirror the population at large, with an increase in urban areas and decline in rural counties.

The NC young adult population (ages 18-24) increased by 5.3% from 2010 to 2015, nearly three times the national rate. In 2016, the median age in NC was 38.2, while among the Hispanic/Latino population, the median age was 24.5 (ACS 2012-2016 Estimates). NC's Hispanic population is disproportionately young and are in their peak reproductive years. In

2017, NC's Hispanic/Latino population had the highest fertility rate in the state of 84.5 per 1,000 (NC State Center for Health Statistics). The NC Hispanic population is a culturally diverse group who may experience conflicting norms and values from their family and community. They may also be dealing with immigration issues themselves or with family members. These issues, as well as potential language barriers, pose unique challenges to the delivery of culturally competent maternal health, child health and reproductive health services to this group.

According to the Centers for Disease Control and Prevention (CDC), NC's teen birth rate has consistently exceeded the national average, and currently ranks 22nd in teen birth rates nationwide. NC's teen birth rate has steadily declined in recent years mirroring national trends. In 2017, NC's teen birth rate was 20.6 per 1,000 females 15-19. Older teens (18-19) had a much higher rate of birth than younger teens (15-17). See Figure 2 for an age comparison over time.

Figure 2. 2007-2017 Birth Rates for teens 15-17 and 18-19

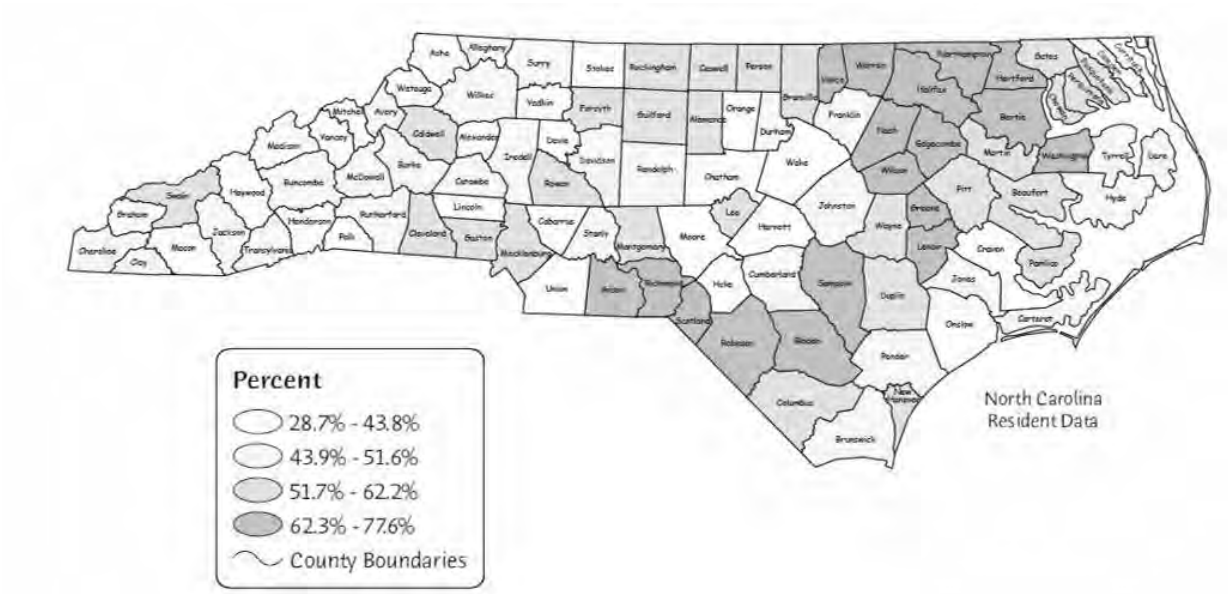


Source: NC State Center for Health Statistics

Of the 72 NC counties with stable birth rates in 2017 (counties with at least 20 births per year), 76.3 percent (NC State Center for Health Statistics) had a teen birth rate higher than the national rate of 18.8 per 1,000 (CDC NVSS Vol. 67, Num. 8). From 1991 to 2010, NC's 299,573 teen births costs taxpayers a total of $8.4 billion during that period. In 2010 alone, teen childbearing cost NC taxpayers $325 million dollars (NC State Center for Health Statistics, *Decline in Teen Births in North Carolina, 1996-2015*).

Although the majority of adolescent pregnancies are unintended, women over 20 also experience high rates of unintended pregnancy. According to data from the 2017 NC State Center for Health Statistics, the percentage of live births among all women that are unintended is 50.5%. A map of the geographic distribution of unintended pregnancies within the state is noted below in Figure 3.

Figure 3. North Carolina Percent of Unintended Pregnancies by County, 2017



Source: NC State Center for Health Statistics

Non-Hispanic African American women experience the highest proportion of unintended pregnancies in the state at 78.6%, while over half of Hispanic women have unintended

pregnancies at 56.8%. Non-Hispanic white women have the lowest percentage of unintended pregnancies at 34.5%. Unintended pregnancy can have serious health, social and economic consequences and is a risk factor for delays in adequate prenatal care, low birthweight and exposure of the fetus to tobacco, alcohol and other substances. It is also a risk factor for domestic violence and child abuse, and is associated with economic hardship, failure to achieve educational and career goals, and the failure of marriages (Healthy People 2020). In NC in 2010, the federal and state governments spent $858.3 million on unintended pregnancies; of this, $643.5 million was paid by the federal government and $214.7 million was paid by the state (Guttmacher Institute, *Public Costs from Unintended Pregnancies*).

Another important contributor to the health of both mother and child is the birth intervals of her children. Both short (less than 18 months) and long (greater than 59 months) birth spacing contribute to preterm birth, low birthweight, and small for gestational age (March of Dimes, *Birth Spacing and Birth Outcomes* Fact Sheet). According to NC State Center for Health Statistics, in 2017, 37.2% of all births were born less than 18 months from last delivery in NC compared to 29% nationally (CDC, NCHS Data Brief 240). Access to services that promote appropriate birth spacing, such as reproductive life planning, can reduce the risk of poor birth outcomes.

According to the 2012-2016 ACS, NC's 2016 poverty rate is estimated to be 15.4% compared to the US poverty rate of 12.7%. More than one in seven North Carolinians live in poverty, with the state's 2016 poverty rate ranked thirteenth highest in the nation. In 2015, more than 3 in 5 counties had poverty rates higher than the state average, and in 2016, the 40 highest poverty rates were all in rural counties. The 2016 poverty rate for women in NC was 16.6% compared to 14.1% for men, and women earned just 86 cents for every dollar that men earned.

About 40.4% of female-headed households were also more likely to live in poverty, and women of color face the highest rates of poverty (North Carolina Justice Center, *2017 Poverty Report*). In 2016, Hispanic, American Indian, and African American women were more likely to live in poverty than Asian and white women. The poverty disparity ratios are displayed in Table 1 below.

Table 1. Poverty Percentage and Disparity Ratio by Race/Ethnicity, 2016

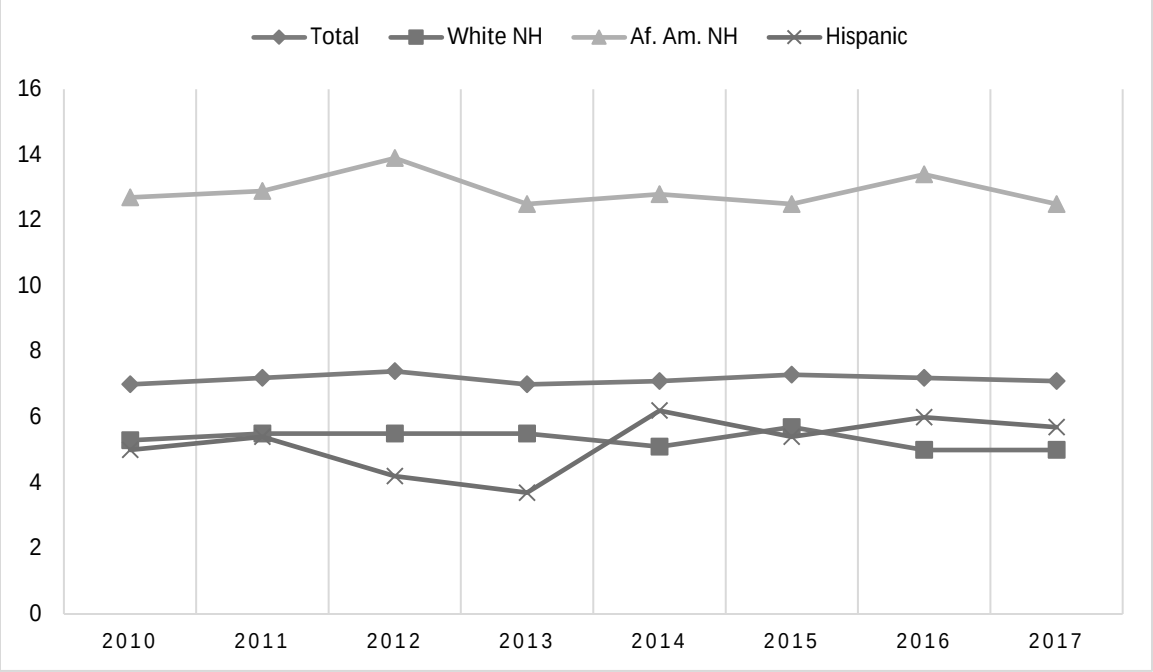
Race/Ethnicity	Percent in Poverty	Disparity Ratio
White	11.9	0
African American	23.5	2.0
American Indian	25.5	2.1
Asian	11.9	0.7
Hispanic	27.3	2.3

Source: 2016 American Community Survey 5-Year Estimates

NC's infant death rate continues to exceed the national average. In 2017, 852 infants died in NC – a rate of 7.1 infant deaths per 1,000 live births, this is a slight decrease compared to the 2016 rate of 7.2 infant deaths (NC State Center for Health Statistics). While the new rate is slightly lower than the 7.9 rate reported in 2010, NC is still currently ranked 43rd among the 50 states and the District of Columbia, compared with the national average of 5.9 in 2017. The Healthy NC 2020 objective is 6.3 infant deaths per 1,000 live births.

According to NC State Center for Health Statistics, African American infants were 2.4 times more likely to die in their first year of life compared to white infants. In 2017, the rate of white infants was 5.0 per 1,000, slightly lower than the 2017 national rate for all infants of 5.9, while the rate for African-American infants in 2017 was 12.5 per 1,000. Similar disparities are also noted in birth outcomes between American Indian and white women. Infant mortality rates by race/ethnicity can be seen in Figure 4 below. Reducing the race/ethnicity-based disparities among infant death is a high priority in NC.

Figure 4. NC Resident Infant Mortality Rates, 2010-2017



Source: NC State Center for Health Statistics

NC has continued to have fiscal shortfalls, and these have resulted in significant reductions in state appropriations to local county governments and subsequent reductions in human services including public health. Both state and local programs have had to reduce their programs and scope while the number of families in need of public programs has increased.

Although the NC unemployment rate continues to decrease (4.6% in 2017, down from 5.1% in 2016), rural counties have suffered particularly due to slow job growth. As of December 2017, 87 of NC's 100 counties experienced more jobless workers than there were job opportunities (North Carolina Justice Center, 2018). Employment data indicate the continuing and long-term downward trend in the traditional groups of construction and production occupations. Between 2007 and 2012, these occupations lost a total of 115,341 positions in North Carolina. This decline is slightly offset by a net growth in the Food Preparation and Serving Related occupations which added more than 22,000 positions; the largest employment net growth for the same period. The state's middle wage jobs in manufacturing, which provided

a critically important ladder out of poverty, have been replaced by jobs in hospitality, retail sales, and other services that pay much less and may not offer health insurance as a benefit. Because these occupations typically pay very low wages, these gains cannot be seen as truly replacing the loss of higher paying jobs in construction and production. As a result, North Carolina has undergone a boom in ultra-low wage jobs that are increasingly the only jobs available to many workers across the state, especially in rural areas. (North Carolina Employment, Earnings, and Regional Data by Occupation, 2014). As the state continues to experience high rates of unemployment, and subsequent loss of tax revenues, additional strain is placed on governmental services such as public health. Increasing numbers of individuals and families no longer have the employer-provided health insurance they counted on and therefore turn to the county health department to provide their care, adding more stress to an already overburdened system. For instance, 53.1% of family planning patients in CY 2017 did not have health insurance (Family Planning Annual Report or FPAR 2017).

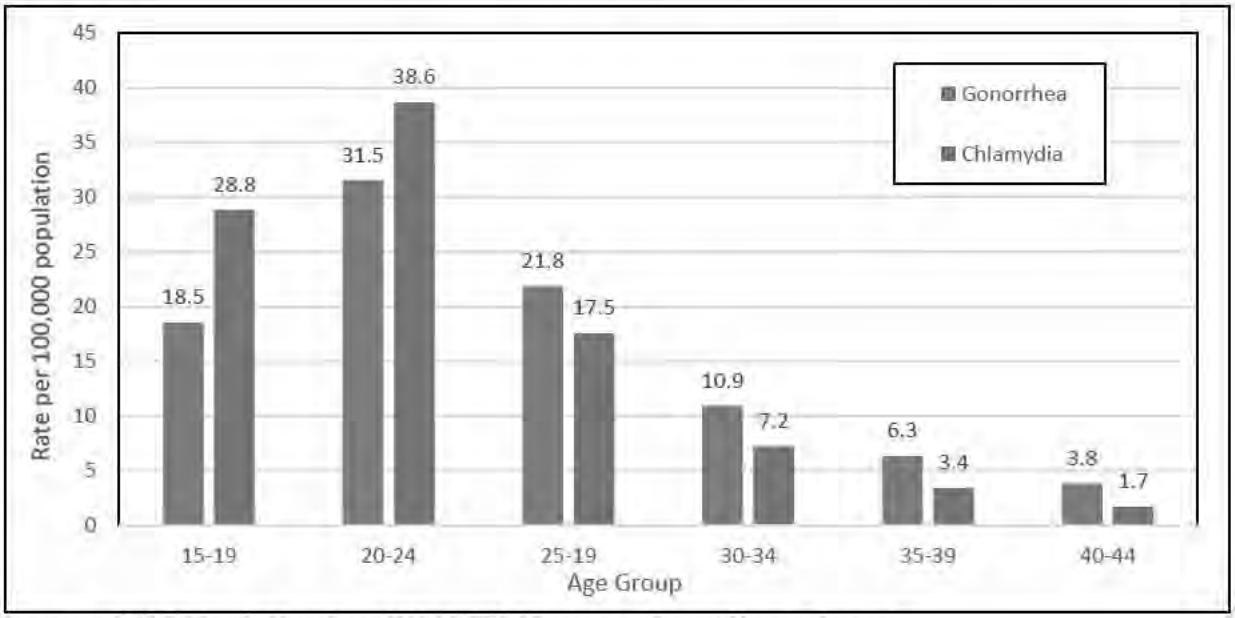
According to the Centers for Disease Control and Prevention (CDC), an estimated 1.1 million persons aged 13 and older were living with an HIV infection in the United States in 2015 (CDC, HIV/AIDS Surveillance Report, 2015). Fifty-three percent of all new AIDS diagnoses were in the south. In 2015-2017, the average rate of newly diagnosed AIDS cases in NC was 7.5 per 100,000. NC ranked 9th among all states and the District of Columbia in the number of new AIDS cases reported. As of December 31, 2017, the estimated number of HIV disease cases diagnosed and reported in NC was 35,045. For 2017, 1,310 new diagnoses of HIV disease were reported among the adult and adolescent population (13 and older), at a rate of 15.2 per 100,000. This is a slight decrease from 2016. People between the ages of 20 and 29 years old had the highest rates of newly diagnosed HIV, comprising 41.0% of the newly diagnosed population.

Among the HIV disease cases diagnosed in 2017, African Americans represented 64.8 percent of all cases with a rate of 45.5 per 100,000 adult/adolescent population.

The reported number of early syphilis cases in NC in 2017 was 1,844 with a rate of 17.9 per 100,000 population. The highest rates of newly diagnosed early syphilis occurred with people between 20 and 24 years old and 25 to 29 years old (53.5 and 58.7 per 100,000 respectively). These cases comprised 43% of the total early syphilis cases in 2017. African American males had the highest rate of early syphilis (88.3 per 100,000) and represented 50.9 percent of total early syphilis cases in 2017.

The reported number of chlamydia cases rose in 2017 with 62,893 cases, compared to 58,078 cases in 2016. The reported number of gonorrhea cases in 2017 was 22,694, an increase from 19,724 cases in 2016. African American men and women had the highest chlamydia and gonorrhea rates in the state, comprising 35% of the total chlamydia cases and 48.4% of the total gonorrhea cases. These rates were also highest in the younger populations for ages 15-29 among all races. See Figure 5 below for rate by age grouping. North Carolina State Laboratory of Public Health testing data for chlamydia and gonorrhea showed that the positivity rate among women attending family planning clinics (a stable population which receives regular screening) has remained steady over the past five years. Therefore, increases in sexually transmitted disease (STD) diagnoses among women may be due to increases in testing rather than true increases in disease.

Figure 5: Gonorrhea and Chlamydia rates by age and sex



Source: 2017 North Carolina HIV/STD/Hepatitis Surveillance Report

Opioid use is increasing at an alarming rate for both men and women in the United States. From 1999 to 2017 more than 13,000 North Carolinians died from unintentional opioid-involved poisoning deaths, according to NC Department of Health and Human Services. There has been a steady increase in emergency department visits due to opioid overdose since 2010. In 2017, Non-Hispanic Whites and American Indians had the highest death rates for opioid-related overdose (15.9 and 12.4 per 100,000 persons). Men comprised the majority of opioid related deaths at 64.9% in 2017. Although women are less likely to die from overdose then men, their opioid use can have larger consequences if they become pregnant. Opioid use during pregnancy is especially risky as it not only impacts the health of the woman but can also impact that of her unborn child. According to the Substance Abuse and Mental Health Services Administration (SAMSHA), prenatal maternal opioid use increased from 1.19 to 5.63 per 1,000 hospital births per year nationally. Opioid use in the mother may expose the fetus to repeated periods of withdrawal, which can harm placenta function as well as other direct physical risks including

neonatal abstinence syndrome, stunted growth, preterm labor and fetal death. Reproductive life planning provides many opportunities for risk screening and education. There are significant opportunities for prevention by focusing on the intersection of reproductive health and addiction.

In 2014, approximately 667,910 women ages 13-44 needed subsidized family planning services in NC (Guttmacher Institute, *Facts on Publicly Funded Family Planning Services: North Carolina*). That estimate represents a 7% increase in the number of women-in-need of subsidized family planning services compared to the 2010 estimates. To make an impact on unintended pregnancies, access to family planning services must be assured for individuals who seek them. The lack of insurance coverage, both public and private, is responsible for restricting many women's access to family planning care. Because many of the women of reproductive age and their partners in North Carolina are of low socioeconomic status, they are less likely to have the resources necessary to access family planning services in the private sector. For this reason, the Title X funding that NC receives is critical for addressing the needs of our most vulnerable populations. Title X funding provides opportunities for access to care for many North Carolinians, ultimately improving their health outcomes.

Evidence that the proposed project will address the family planning needs of all those in need of service throughout the proposed area to be covered.

The Statewide Family Planning Program prioritizes women and men of reproductive age whose income is at or below 100% of the federal poverty level, as well as adolescents, regardless of their income. Those clients who are either uninsured or underinsured also benefit from the services provided through the program.

The North Carolina Division of Public Health, Women's Health Branch, Family Planning and Reproductive Health Unit (FPRHU) provides comprehensive family planning services in all 100 North Carolina counties through a network of 111 service sites throughout the state through

the NC Statewide Family Planning Program. Every local health department or district provides family planning services. Funding sources for clinical and administrative services include Title X, Maternal and Child Health Block Grant (Title V), Medicaid, Temporary Assistance to Needy Families (TANF) Block Grant, client fee collections, private insurance along with State and local appropriations.

In Calendar Year 2017, these clinics served 99,117 unduplicated clients, an increase from the previous year's total of 79,581 (FPAR 2017). Prior to 2017, the trend in client numbers had been declining. With all subrecipients now utilizing electronic health records, and the implementation of a new data collection system in 2018, we are confident that the number of individuals accessing Title X services will continue to be reflected more accurately moving forward.

The NC Statewide Family Planning Program has strong relationships with numerous partners in the state such as Planned Parenthood South Atlantic, NC Department of Public Instruction, NC Division of Mental Health, Developmental Disabilities, and Substance Abuse Services, and NC Division of Social Services. Within the North Carolina Division of Public Health (DPH), collaboration is strongly encouraged. The economic downturn in the last several years has affected all levels of government, as well as community-based organizations, charities, and advocacy groups, providing incentives for programs to share resources and work more closely together.

The FPRHU uses a variety of methods to build external partnerships, such as local coalitions and participation on advisory boards. These groups fulfill various roles, from legislative/advocacy, to policy and program direction, to advice on best practices in various fields, to allowing the public to comment on and question state decisions and policies.

In March 2016, DHHS launched a five-year N.C. Perinatal Health Strategic Plan. The plan was designed by subject matter experts (over 125) from across North Carolina and guided by a core group of leaders in perinatal health who meet regularly to evaluate results and plan next steps. This plan was a result of strong partnerships and collaboration between internal and external stakeholders to address infant mortality, maternal health, maternal morbidity, and the health of men and women of childbearing age. This 12-point plan that was adapted from the "12-Point Plan to Close the Black-White Gap in Birth Outcomes: A Life Course Approach" developed by Lu, Kotelchuck, Hogan, Jones, Wright, and Halfon. This plan will continue to be a guide to improve family planning services in North Carolina and improve health outcomes for men and women of childbearing age.

The Teen Pregnancy Prevention Initiatives (TPPI) of the FPRHU work in close partnership with the Sexual Health Initiative for Teens of North Carolina (SHIFT NC), which is a non-profit agency that provides education, consultation, and advocacy for agencies and professionals working to prevent teen pregnancy in North Carolina. TPPI staff fosters collaboration with stakeholders across the state by serving on various statewide committees and workgroups including Partners for Adolescent Sexual Health, North Carolina Sexual Violence Prevention Team, Home Visiting Consortium, and the School Health Matrix Team.

Local health departments are required to conduct a comprehensive community health assessment (CHA) at least every four years, for each county or health district. The CHA is a collaborative effort with local partners inclusive of hospitals, businesses, and community partners, and include the collection and analysis of primary data at the county and district level, secondary data from the State Center for Health Statistics (SCHS) and other sources, and an assessment and analysis of community resources. The CHA identifies a list of community health

problems based on the assessment. Each identified problem is prioritized, and a plan identified to address the problems. Through this process, and their continued presence in each county, the health departments are integral members of each community and important players in the communities' health outlook. In some rural areas, the local health department is the only provider for medical services in that community.

These collaborations and partnerships expand our knowledge and reach to those populations in need and strengthen our system of care. It is important to continually recognize and understand the varied issues our clients are facing across the state. This allows for adaptability within the program to ensure we connect with clients effectively. By forming strong partnerships across the state of North Carolina, we can maximize access and quality services to our clientele now and moving forward.

Evidence that the proposed project has experience in providing clinical health services and qualifications to provide core family planning services for women, men, and adolescents that conform with current professional and medical standards of care.

Currently, the North Carolina Division of Public Health (DPH) works collaboratively with a network of 84 sub-state administrative units (single-county local health departments and multi-county local health districts) to deliver the NC Statewide Family Planning Program. Each local public agency enters into an annual consolidated contract with the Division of Public Health that governs all public health services delivered by the local agency. Each individual service that agencies provide using state or federal pass-through funding is managed by an agreement addendum to the contract. A copy of the Family Planning Agreement Addendum is located in the Appendices.

Family planning services are provided in 111 clinic sites in all 100 counties of North Carolina. These sites are operated by single county health departments or multi-county health districts. The Division of Public Health released a Request for Applications (RFA) in September

2016 that was open to any public or private non-profit agency interested in assisting women and men in family planning services that had the clinical capability. The only applications received were from all 85 local health departments/districts in North Carolina. All entities were awarded funding to provide at least one Title X clinic in every county in North Carolina for three years. If this application is funded, those entities will be entering their third year of funding; therefore, those entities would serve as the subrecipients for the Statewide Family Planning Program until a subsequent RFA is released in the Fall of 2019 (beginning in July of 2018; 84 instead of 85 agencies serve as subrecipients as one local health department merged with an existing health district).

At the grantee level, the care component of the project operates under the responsibility of a Medical Consultant (MD) and a Registered Nurse (RN) Consultant, each of whom has experience and special training in family planning.

All subrecipients assure that the clinical component of the project operates under the responsibility of a licensed and qualified physician with special training or experience in family planning who makes sure that services offered are effective and of high quality. The medical consultants in Title X subrecipient agencies are responsible for the following: 1) approving, by signature, all medical procedures adopted by the local health department; 2) consulting with local health department staff in the resolution of unanticipated medical problems as they arise; 3) ensuring, through consultation and review, that the quality of medical services provided by a local health department meets current medical standards of care; and 4) providing all other medical supervision required by the North Carolina Public Health Laws and local health department programs (10A NCAC 46 .0302). The percentage of time spent on family planning and whether the medical director is contract or staff varies from agency to agency, but the

mandates and requirements are the same. Additionally, NC DPH requires the medical director and back up physicians take the required Title X trainings. Each subrecipient agency is monitored for compliance.

The FPRHU provides each subrecipient agency with guidance through technical assistance for the development and updating of protocols and procedures which address all Title X requirements. Specific protocols and procedures are developed and updated at the local level. These protocols and procedures are assessed during the monitoring process. To ensure that all services are included, each service site is monitored every three years. A Family Planning Policy Manual is available to help serve as a guide for subrecipients in the development of their policies. This manual is located on the Women's Health Branch website at: http://whb.ncpublichealth.com/provPart/pubmanbro.htm. All subrecipient agencies are required to assure that written clinical protocols and plans are approved and signed by their Medical Director. A process for review and updating must be established and followed. Clinical protocols are consistent with the requirements of the Title X Program Requirements (Version 1.0, April 2014) as well as the clinical guidance found in Providing Quality Family Planning (QFP) Services (QFP, April 2014 and the updates provided in 2015 and 2017).

All female and male clients seen in the subrecipient agencies' family planning programs are provided reproductive health services according to the client's medical needs and desire to prevent or achieve pregnancy based on information learned through a sexual health assessment. Family planning services are based on nationally recognized standards of care described in the QFP. These reproductive health services include but are not limited to: offering a broad range of effective family planning methods, pregnancy testing and counseling, helping clients to achieve pregnancy, basic infertility services, preconception health, sexually transmitted disease services,

related preventive health services (i.e., screening for breast and cervical cancer), services for adolescents, and other preventive health services as deemed appropriate through the clinic visit. In addition, reproductive life planning is provided to all clients, which assists clinical staff to offer more client-centered care. Clinic staff also screen for substance use disorders and provide referrals, when appropriate, to help patients achieve optimal health.

Screening, diagnosis, and treatment of minor gynecological infections and sexually transmitted infections, as well as related follow up services, are provided to all clients. Significant problems are identified and documented. Problems, conditions, and abnormal findings are appropriately followed and/or referred for additional care. All visits, whether initial, annual or supply visits, are client-focused and tailored to meet individual needs.

Access to a broad range of acceptable and effective FDA-approved family planning methods is available to all family planning clients and offered appropriately either onsite or by referral. In calendar year 2017, the statewide network of family planning clinics provided the following contraceptive methods to 99,117 clients: oral contraceptive pills, hormonal injections, condoms, sterilizations (male and female), cervical cap/diaphragms, intrauterine devices (IUDs), hormonal implants, spermicides, contraceptive ring and patch, fertility awareness-based methods, and abstinence. The broad range of contraceptive methods does not include abortion as a method of family planning. Emergency contraception is also available either onsite or by referral. All subrecipients work continually to increase client access to a broad range of contraceptive options, specifically emphasizing the method that best meets the need of the client seeking family planning services. As listed in the Workplan (see appendices), the goal for the Statewide program is for 90% of clients seeking a method to receive one. In CY2017, the following table depicts the family planning methods reported in the 2017 FPAR.

2017 Family Planning Annual Report (FPAR)		
Primary Method - Female	Count	Percentage
Sterilization – Female/Male	459	0.5%
Intrauterine device/Hormonal Implant (LARCs)	16884	17.1%
Hormonal Injection	24975	25.2%
Contraceptive Pill, Patch, Vaginal Ring	27954	28.3%
Diaphragm, Contraceptive Sponge	22	0.0%
Condoms (male/female)	9783	9.9%
Natural Family Planning/Fertility Awareness	523	0.5%
Abstinence	1843	1.9%
No Method - Pregnant or Seeking Pregnancy	4523	4.6%
No Method - Other	5426	5.5%
Method Unknown	6506	6.6%
Total	98898	100%

The most utilized family planning methods are 1) contraceptive pills, patch, vaginal ring, 2) hormonal injection, and 3) long-acting reversible contraception (LARCs) – IUD and hormonal implant, among women seeking family planning services through subrecipient agencies. A broad range of methods will continue to be offered at service sites, with a focus on providing additional training and education around Fertility Awareness Based Methods, based on results from a survey completed by subrecipients in Winter 2018 (see the Workplan in appendices). Several of the Statewide Family Planning Program staff are certified in the Standard Days Method through an online course by Georgetown University School of Nursing & Health Studies.

All subrecipient agencies must provide educational and counseling services according to the Providing Quality Family Planning Services (QFP) document (MMWR, 4/25/14). These services are provided in an individualized, tailored and personalized manner to meet the needs of the client. Any client seeking reproductive health care services will encounter a setting in which establishing and maintaining a personal rapport with the provider and client is paramount. Each client's contraceptive needs are assessed, and education is provided to increase contraceptive use

(with emphasis placed on the most effective methods first as recommended by QFP and American College of Obstetricians and Gynecologists or ACOG), increase correct use of the method including efficacy rates of said method, encourage use of barrier methods to reduce HIV/STD, and increase knowledge of method selected as well as assure that the method fits the client's wishes. This educational/counseling approach is an interactive process to assist the client in developing a plan for follow-up as well as action steps to deal with potential side effects or other barriers to effective contraceptive method use.

All clients are provided with information that is medically accurate and balanced in the benefits and risks of their chosen birth control method in order for them to make an informed decision regarding choice of contraceptive. Clients are provided such information through several mediums (i.e., written, audio/visual or computer/web-based) and in a manner that is easily understood and retained by the client. All clients confirm their understanding of this information through the use of instructional techniques such as the "teach-back" method described in the QFP or through the use of informed method specific consents. In the teach-back method, the provider confirms the client's comprehension by asking the client to repeat messages about the benefits and risks of the chosen contraceptive method and how to use it correctly. Part of the conversation also includes discussion of healthy relationships and encouraging clients to have conversations with their partner(s) around family planning methods, if applicable. Clients are provided information on how to reduce their risk of HIV/STD infection and, when desired, benefits of returning to a sexually risk-free status. All family planning services, including obtaining a contraceptive method, are completely voluntary and led by the direction of the client. All clients are provided the opportunity to complete a reproductive life plan; this plan is

integrated into their ongoing care and referred to, and updated as necessary, to provide a continuum of care for the client's reproductive goals.

In addition to the above described education and/or counseling provided to clients seeking contraceptive services, all subrecipients provide similar education/counseling services to male and female clients regarding their preconception health care. These preconception health services are in accordance with the CDC's recommendations to improve preconception health and health care that are found in the QFP. All male and female clients are provided information on weight, and those with a body mass index (BMI) greater than 25 or less than 18.5 are counseled on these health risks and provided weight management educational materials if requested or provided a referral for more intensive follow up. In addition, subrecipients also follow the United States Preventive Services Task Force (USPSTF) recommendation to screen for type 2 diabetes, and clients with abnormal levels are referred for counseling interventions to promote a healthful diet and physical activity. Female clients, who are capable of conceiving, are also encouraged to take a daily multivitamin with 0.4 to 0.8 mg of folic acid. The Women's Health Branch partners with the March of Dimes to make multivitamins available for distribution through local health departments when possible.

Both male and female clients are screened for alcohol and tobacco use in accordance with the USPSTF recommendation, immunization status in accordance with recommendations of the CDC's Advisory Committee on Immunization Practices (ACIP), and depression screening using two questions from the Patient Health Questionnaire (PHQ-9), which is a validated survey; for those who screen positive, the complete PHQ-9 survey is administered. All clients who use tobacco products are counseled on tobacco cessation using the evidence-based 5As (ask, advise, assess, assist, arrange) method and referred (as appropriate) to QuitlineNC, a program providing

free cessation services to any NC resident in a variety of coaching formats. In addition, all clients are counseled on the benefits of a reproductive life plan and their desire for a child or more children and when. All providers also screen women of childbearing age for intimate partner violence (according to the USPSTF recommendations) and provide or refer women who screen positive for intervention services.

Each subrecipient agency provides family planning clients with prevention education about HIV infection and AIDS and offers HIV testing onsite. In order to assure this service, the family planning clinics collaborate closely with HIV/STD clinics most of which are co-located with the family planning clinics in the local health departments. Subrecipients follow CDC recommendations that all clients aged 13–64 years are screened routinely for HIV infection and that all clients likely to be at high risk for HIV are rescreened at least annually. Clients usually receive their test results within a week. For the past several years, the DPH's Communicable Disease Branch HIV/STD Prevention & Care Unit has stressed the importance of a continuum of care model. This requires close coordination between prevention, primary care, infectious disease care, and supportive services such as case management, which includes access to all ancillary services required by this population.

As the prevalence of sexually transmitted diseases (STDs) remains a major public health concern, particularly among adolescents and young women, subrecipient agencies continue to provide education and information about the more common STDs. As directed in the QFP, providers use the CDC's STD treatment and HIV testing guidelines for screening of chlamydia (CT) and gonorrhea (GC) to avoid preventable infertility in clients if left untreated. Subrecipient agencies are required to screen for these STDs in all women age 25 and under and those older than 25 with risk factors (i.e., symptomatic, sex partner referral, high risk history such as a new

partner or multiple partners, and/or testing before intrauterine device insertion) on all initial and annual visits, as well as at return visits as indicated. In addition, any woman who tests positive for either CT or GC must be retested at three months after treatment. HIV, syphilis, and hepatitis C screening are also available to clients who request this test or if indicated by physical exam or history. All subrecipient agencies must comply with state and local STD reporting requirements (http://reports.oah.state.nc.us/ncac/title%2010a%20-%20health%20and%20human%20services/chapter%2041%20-%20epidemiology%20health/subchapter%20a/10a%20ncac%2041a%20.0101.pdf).

Family planning providers in subrecipient agencies are required to gather information from clients regarding medication usage; use of tobacco, alcohol and other drugs; partner history; social/sexual history, etc. While gathering such information, providers may gain knowledge of substance use, intimate partner violence, or sexual abuse. In addition to being required to report any mandatory incidents, providers are also encouraged to offer limited counseling and referrals as needed to human services agencies in the community. These referrals may include: department of social services, domestic violence shelters, family-counseling services (including faith-based services), and other nonprofit agencies. While clients currently are asked about alcohol and other drug use, they are not currently screened utilizing an evidence-based tool. Moving into years 2 and beyond of this funding, the plan is to provide training on the screening process and providing referrals for care in regard to substance use. Subrecipients will develop or nurture their relationships with nearby treatment facilities to assist in transitioning clients who need these services (see Workplan in appendices).

North Carolina began a Medicaid Family Planning Waiver program in 2005 that transitioned to a State Plan Amendment (SPA) in October 2014. This SPA, “Be Smart” Family Planning, is a collaborative effort between the DPH and the Division of Health Benefits (state

Medicaid), which provides family planning services to men and women regardless of age, with a family income at or below 195 percent of the Federal poverty level. Every county health department and district, as well as numerous private providers and other health centers, provides family planning services to clients covered by the SPA. Services covered include the annual exam and physicals, screening tests such as cervical cytology, pharmaceutical supplies, six HIV/STD screenings beyond the annual exam, and STD testing/treatment. FDA-approved family planning methods are also covered, such as oral contraceptive pills, hormonal injections, contraceptive ring and patch, IUDs, hormonal implants, and voluntary sterilizations. In addition, the SPA covers non-emergency medical transportation to and from family planning appointments.

All subrecipient agencies provide interpreter services to their non-English speaking clients at no cost to the client. In addition, all subrecipient agencies must have a visible posted sign that alerts the family planning client to the availability of this service in their facility. In CY 2017, 25 languages other than English, from Arabic to Vietnamese, were reported by family planning providers in the local health department.

All subrecipient agencies in North Carolina provide laboratory services to clients based on specific program requirements and individual client needs. Laboratories fall into three levels based on the complexity of services that are provided at the site. The lab may be considered a waived, a moderate, or a high complexity-testing lab. Clinical Laboratory Improvement Amendments (CLIA) regulations apply to all laboratories that perform testing on human samples. Subrecipient agencies who contract with the North Carolina State Laboratory of Public Health (NCSLPH) are monitored by the NCSLPH Lab Consultants to assure compliance with CLIA regulations. For agencies who do not contract with the NCSLPH, adherence to CLIA

regulations is assured through self-monitoring and CLIA oversight, with technical assistance provided by the NCSLPH Lab Consultants as needed.

Subrecipient agencies have onsite laboratories, send their laboratory specimens to the NCSLPH, and/or utilize another referral laboratory that meets the requirements as set forth by the National Committee for Clinical Laboratory Standards. All tests performed are for the provision of specific methods of contraception, indicators of client health, or detection of an HIV/STD or cervical cancer. All subrecipient agencies have procedures in place to address client confidentiality in client notification and follow up of abnormal laboratory results. In the event a subrecipient agency uses a referral laboratory for obtaining services that are beyond the scope of the on-site laboratory or the NCSLPH, the sub-recipient agency is expected to implement a procedure for selecting a laboratory that considers the lab's cost for procedures, current CLIA licensure, and/or other quality assurance measures.

The North Carolina Pharmacy Practice Act (NC General Statue § 90-85), with further clarification from 21 NC Administrative Code 46, governs the provision of pharmacy services in the Title X clinics in the state. Subrecipient agencies provide pharmacy services to clients using one of several models. The subrecipient may: 1) refer all clients to a contract pharmacy to have prescriptions filled using the subrecipient's purchased drugs and devices; 2) provide full time pharmacy services onsite with a pharmacist and necessary support personnel to dispense drugs and devices; 3) dispense drugs and devices directly to clients by a physician; 4) dispense prescriptive drugs and devices directly to clients by an advanced practice provider under the supervision of a licensed pharmacist; 5) provide a limited dispensing of prescription drugs and devices by registered nurses under the supervision of a licensed pharmacist; or 6) a combination of the above models, which may exist in multi-site counties or districts. Models 2 – 5 require a

pharmacy permit and are subject to periodic North Carolina Board of Pharmacy site visits for quality assurance purposes and to assure compliance with North Carolina Board of Pharmacy rules and regulations.

Subrecipients that have an agreement with an off-site pharmacist to come into the agency weekly to manage contraceptives for clients or that refer clients to a local pharmacy to obtain contraceptives have a contract or other formal agreement in place with those providers. Those that have agreements with off-site pharmacists are covered under NC law. The State Pharmacy Consultant, a position within the NC Division of Public Health that works across the Division to ensure programs are meeting all pharmaceutical requirements, annually surveys local health departments about their pharmacy practice to ensure State law and Health Resources and Services Administration (HRSA) compliance. Subrecipient agencies, in accordance with HRSA and 340B compliance, maintain a tracking system of current inventory which assures there are enough drugs and supplies to meet the needs of the population served. This system includes the tracking of lot numbers, expiration dates, dates received, and current amount available for each birth control method offered by the agency. This ensures an adequate supply of contraceptive methods at all times to meet the demand of their clinics. The NC Statewide Family Planning Program works closely with the State Pharmacy Consultant to provide guidance to subrecipient agencies.

For their pharmaceutical supplies, all subrecipient agencies are eligible for and participate in the 340B Drug Pricing Program. Participation in the 340B program results in significant savings estimated to be 20-50% on the cost of their pharmaceuticals, enabling these entities to stretch scarce federal resources, reach more clients that are eligible, and provide services that are more comprehensive. All FDA approved methods of contraception are offered through this

pricing system including emergency contraception. The 340B Prime Vendor Program (PVP) is managed by Apexus through a contract awarded by HRSA, the federal government branch responsible for administering the 340B Drug Pricing Program. As the government's awarded 340B Prime Vendor, Apexus is responsible for securing sub-ceiling discounts on out-client drug purchases and discounts on other pharmacy related products and services for participating health care providers electing to join the program.

All subrecipient agencies are required by the Statewide Family Planning Program to have written policies and procedures for the management of medical records. A medical record is established for every client who obtains clinical services and is maintained in accordance with accepted medical standards and state laws for record retention. Local policies and procedures must assure that clinical records are safeguarded against loss and inaccessible to unauthorized persons. All subrecipient agencies are utilizing an electronic health record (EHR) system. The client's medical record contains sufficient information to identify the client, contact information, clinical diagnosis, treatment, scheduled visits, informed consents (both general and method specific consent, if used), refusal of services, and allergies or reactions to drugs. The release of client information either to the client or to others must safeguard the client's confidentiality and a confidentiality assurance statement appears in the client's record.

All medical records are maintained per the Health Information Portability and Accountability Act (HIPAA), and no records and/or medical information are shared without the client's written consent, unless required by law or as may be necessary to provide services to the individual, with appropriate safeguards for client confidentiality. Policies are reviewed for HIPAA compliance by the Regional Nurse Consultants. All subrecipient agencies have an assigned HIPAA officer and HIPAA policy manual. Subrecipient agencies must also ensure that

summary, statistical, or other forms of information disclosed, without a client's consent, do not allow individual clients to be identified. Under the HIPAA Privacy Rule. The local health department is required to disseminate its Notice of Privacy Practices to all clients upon the first delivery of service and to make a good faith effort to obtain the client's acknowledgment that he or she has received the notice. If the acknowledgment cannot be obtained, the department must document that it attempted to obtain the acknowledgment and the reason it was unable to do so.

Evidence of a system for ensuring quality family planning services, including: a. a process for ensuring that all of the core family planning services will be provided; b. defined performance measures, including an agreement to collect and report data in the FPAR; c. a process for systemically assessing the quality of services provided; and d. a methodology for ensuring that practitioners have the knowledge and skills necessary to provide effective, quality family planning and related services consistent with standards.

Quality assurance processes are required to be in place not only by Title X Program Guidelines but are mandated by State (NCAC21A .0401 - .0404 and NCAC T15A: 25.0203 and .0205) as well as Medicaid regulations. Subrecipient agencies must provide periodic programmatic assessments at least annually which include:

1. Review of appropriate clinical and non-clinical records
2. A tracking system to identify clients in need of follow-up and /or continuing care for reproductive health concerns
3. Peer review procedures to evaluate clinician performance, to provide feedback from providers, and to initiate corrective action when deficiencies are noted
4. Development of a corrective action timetable for making necessary improvements
5. Representation in the quality assurance program of each discipline involved in service provision, as well as a process to elicit consumer feedback
6. Medical audits to determine conformity with agency protocols as well as a review of such protocols to insure maintenance of current nationally recognized standards of care

7. Ongoing and systematic documentation of quality assurance activities.

The Women's Health Branch monitors each subrecipient every three years. The monitoring site visit serves as an extension of the agency's ongoing quality assurance process as described above. These visits provide assurance of compliance with the Title X Program Guidelines, state reporting laws, and adherence to the Agreement Addendum (see appendices) with the Division of Public Health. These monitoring visits involve policy reviews, record reviews, clinic visit observations, and facility tours. Subrecipients must complete a self-assessment (through chart and policy reviews) prior to the scheduled site visit during which time they formulate: a) a list of any out-of-compliance issues; b) a list of specific issues, concerns or explanations pertaining to these issues; and c) a corrective action plan that details how each item will be addressed, what corrective actions will be implemented and by when, and how the agency will ensure the out-of-compliance issues will not continue to occur. These results are reviewed by a Regional Nurse Consultant and corroborated with her individual findings when reviewing the policies, procedures and client records. Issues found out of compliance result in a Corrective Action Plan that is written by the subrecipient agency, reviewed and approved by a Regional Nurse Consultant and the Title X Director. The Title X Director determines whether the subrecipient agency is allowed to be reviewed in three years or will require a more frequent monitoring visit to assist in the compliance of Title X and other state and federal requirements. The Regional Nurse Consultants provide technical assistance to all the subrecipient agencies and are in contact with each of the sites throughout the year. This monitoring system ensures adequate and timely follow up and oversight to all the subrecipients in the state.

As part of the agreement addenda, performance measures are outlined for subrecipients to guide their family planning program. These measures include: to meet (or exceed) their previous

family planning caseload; to decrease the pregnancy and repeat pregnancy rate among adolescents; to decrease the percentage of short birth intervals; and to decrease the percentage of unintended pregnancies in their specified county. Subrecipients report data to the NC Division of Public Health (DPH) through an electronic system and through survey completion. Each local health department signs a consolidated agreement with the NC DPH that requires them to report client, service, encounter, and other data as specified by the Agreement Addenda and that they shall share data to support efforts of the public health system, in order to meet public health objectives. The data submitted by the subrecipients is analyzed by the NC Family Planning Data Manager to report annually as the FPAR. Per the workplan in the appendices, an objective is included under the first goal that all subrecipients will submit monthly data about services into their Electronic Health Records for the grantee to evaluate the program. Some data needed for the FPAR is collected through survey questions, and those required surveys are detailed in the subrecipients' Agreement Addenda (in the appendices).

In addition, service provider agencies employ several strategies to gather information about client satisfaction, including periodic client satisfaction surveys and suggestion boxes. The assessment of client satisfaction and consumer feedback is an integral part of a local quality assurance and improvement plan. With this information, the Statewide Family Planning Program, through its regional staff, can provide appropriate technical assistance and consultation to help solve client access problems.

We are fortunate in North Carolina to have access to and be in collaboration with the Population Health Improvement Partners. The quality assurance (QA) activities we have relied on for so long (i.e., auditing, monitoring, inspecting activities), while still important in assuring that programs are implemented consistently, have little impact on changing systems to improve

health outcomes of the populations served unless they are linked to continuous quality improvement (CQI) activities. The Regional Nurse Consultants have increased their capacity to provide QI technical assistance while helping integrate their counties' CQI and QA activities through additional training and education. In turn, this connects the subrecipient agencies with the Statewide Family Planning program in a collaborative, collegial relationship in the common goal of improving the health of our clients served in the family planning clinics across the state. The Women's Health Branch has also developed a Quality Improvement (QI) Council. The purpose of the QI Council is to provide a powerful guiding coalition to spread and sustain QI in the branch. The council provides a forum for representatives from all areas of the branch to initiate, implement, and support quality improvement. The Council helps set QI priorities and promotes quality improvement and support recognition of team accomplishments. Its members are responsible for helping create a quality improvement culture in which employees use quality improvement principles and techniques in their day-to-day work.

An additional program available to subrecipients that has been implemented in many counties is called Practice Management. This program augments the Center for Public Health Quality program in which local health departments are taught how to use their clinic data to better understand their financial sustainability and to improve clinic efficiency. This program is administered through our DPH Local Technical Assistance and Training, Public Health Nursing and Professional Development Branch. The Regional Nurse Consultants assist when the family planning program is being evaluated. This program has been well received and continues to grow with our subrecipients.

The Women's Health Branch (WHB) provides continuing education and training opportunities both internally and through the Family Planning National Training Centers

(FPNTCs) including the National Clinical Training Center for Family Planning (NCTCFP) to Title X grantee and subrecipient personnel. Regular e-mail reminders about these resources are sent to subrecipient agencies and grantee staff. Training is primarily achieved through the use of webinars, which are archived online for future viewing. This is true for trainings created by both the WHB and the FPNTC. The WHB closely monitors training opportunities from the FPNTC to assure access to effective staff resources. Trainings are provided based on feedback from Title X agencies through the FPNTC and the WHB Training Needs Assessments (see Workplan in appendices). Efforts are made to ensure that continuing education (CE) and continuing medical education (CME) credits are available for as many webinars and land trainings as possible. The following trainings are required for subrecipient and grantee staff. These trainings are documented on the North Carolina (NC) Title X Orientation and Annual Trainings Checklist (FPOATC) for subrecipients found on the web:

http://whb.ncpublichealth.com/provPart/training.htm

- The Title X required yearly Human Trafficking for the Family Planning Setting, yearly Mandatory Reporting of Child Abuse and Neglect and one-time only Title X Orientation trainings. Starting in 2018, an additional Human Trafficking training was required from the NC Human Trafficking Resources list provided to subrecipients.
- A yearly health equity/social determinants of health training is required from the NC Resources for Advancing Health Equity list provided to subrecipients.
- Face-to-face Family Planning Regional Trainings were offered in fall 2018 and will be in 2020 based upon results from the biannual WHB Training Needs Assessment.
- A Fertility Awareness Based Methods (FABM) Survey was implemented among subrecipients in the winter of 2018 to identify knowledge/experience and training needs.

Based on results, a FABM training will be offered to subrecipients in 2019 led by the State Title X Medical Director, Rachel Urrutia, M.D..

- Archived Title X webinars are offered to staff unable to attend a live webinar.
- A resource sheet of Title X and Title X related websites is made available to help staff fulfill nursing continuing education and continuing medical education credit.

The FPRHU requires all new staff to complete the Title X Orientation by the FPNTC. All services are provided in accordance with the QFP and follow national standards of care. The agreement addendum in the appendices includes complete information on specific services provided by subrecipient agencies. In addition to family planning policies and protocols, each subrecipient agency has a plan based on the Medical Emergency Management Policy #2.5 found in the State's Family Planning Manual surrounding the management of on-site medical emergencies such as vasovagal reactions, anaphylaxis, syncope, cardiac arrest, and respiratory difficulties. Protocols are in place for those emergencies requiring transport, after-hours management of contraceptive emergencies, and clinic emergencies. There must be a protocol in place for maintenance of emergency drugs, supplies, and equipment. Agencies must also have a written plan addressing weather and other emergencies. All facility staff must complete training and understand their role in an emergency or natural disaster, and all staff must be able to identify emergency evacuation routes. Facility exits must be recognizable and free from barriers. Information regarding possible side effects/complications of a contraceptive method as well as the location and telephone number of where emergency services can be obtained is given to every client during their initial and/or annual visit. The assurances of these protocols are verified with each monitoring cycle by the Regional Nurse Consultants.

Staff members from the FPRHU are always in attendance at required national Title X conferences such as the grantee meeting and the national clinical conference. The Family Planning Director also attends National Family Planning and Reproductive Health Association national and regional meetings each year. Information gleaned at each of these meetings is used to inform the Family Planning Program and to help assure that evidence-based standards of care continue to be followed in North Carolina.

Goals and outcomes that reflect the purposes and achievements of the project. Goal statements and related outcome objectives that are specific, measurable, achievable, realistic and time-framed.

Goals and objectives for the upcoming grant period are contained in the Workplan (see appendices). All goals and objectives were designed around the key issues highlighted in the funding opportunity announcement (FOA). Three broad goals were created with several objectives (Obj) detailed for each. The priority for Goal One is around comprehensive care for individuals receiving services through Title X clinics. The details are in the table below:

Goal 1	**Provide innovative, high-quality, voluntary, comprehensive care to women and men seeking family planning and related services across North Carolina from April 2019 – March 31, 2022 to prioritize optimal health and life outcomes of individuals, couples and families, with priority for services to those of low-income families.**
Obj 1	100% of subrecipients will offer comprehensive clinical care annually. This care includes offering a broad range of family planning and related health services.
Obj 2	100% of subrecipients will offer primary care either onsite or via formal agreements (Memorandum of Understanding) with nearby referral providers annually.
Obj 3	100% of subrecipients will assess clients for opioid/substance use and will refer to nearby opioid/substance use treatment agencies as indicated.
Obj 4	The NC Division of Public Health and the NC Division of Mental Health, Development Disabilities and Substance Abuse Services collaborate to increase education and referrals for substance users around family planning services and for Title X clinics to understand substance use with 100% of participating clinics providing referrals.
Obj 5	100% of subrecipients will submit monthly data about services into their Electronic Health Records for grantee to evaluate program.
Obj 6	Identify at least 1 high-quality Title X service site in each NC county every 3 years.
Obj 7	Provide oversight and input to the Statewide Family Planning Program through diverse collaboration to meet the needs of North Carolinians annually.
Obj 8	Increase attention to STD screenings that have potential impact on fertility and pregnancy.

The priority for Goal Two is around providing quality education and services to adolescents. The details are in the table below:

Goal 2	**Provide essential comprehensive education and family planning services to adolescents in order to prevent pregnancy, delay sexual initiation, decrease sexually transmitted infections and increase parent/adolescent communication from April 2019 - March 2022.**
Obj 1	Provide technical assistance, training and support to 100% of agencies implementing teen pregnancy prevention programs aimed at the benefits of avoiding sexual risk, delaying sexual activity and increasing parent/child communication through the NC Division of Public Health annually.
Obj 2	Provide technical assistance, training and support to 100% of agencies implementing adolescent parenting programs aimed at the benefits of positive parenting, benefits of avoiding sexual risk and delaying sexual activity through the NC Division of Public Health annually.
Obj 3	100% of subrecipients offer family planning health services onsite or by referral, to adolescents, including HIV/STD prevention education, counseling, testing and referrals annually.
Obj 4	Increase the number of adolescents seeking services at subrecipient services by 2% annually.

The priority for Goal Three is around providing effective training to all staff involved to ensure quality services are provided to clients. The details are in the table below:

Goal 3	**Provide quality training to ensure that all Grantee staff and subrecipients have the knowledge, skills and attitudes necessary to provide effective, quality family planning and related health services consistent with national standards from April 2019 - March 2022.**
Obj 1	100% of subrecipients will assure compliance with state laws requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, and human trafficking annually.
Obj 2	100% of subrecipients will increase their knowledge and skills to assure innovative high-quality family planning and related health services annually.
Obj 3	100% of subrecipients will be certified in at least two different Fertility Awareness Based Methods.
Obj 4	100% of subrecipients' new staff will be offered orientation training, including all forms/documents.
Obj 5	100% of subrecipients will increase understanding and importance of STD screening.

A staffing plan which is reasonable and adheres to the Title X regulatory requirement that family planning medical services be performed under the direction of a physician with special training or experience in family planning.

The North Carolina Statewide Family Planning Program was established shortly after the enactment of Title X in 1973. The program is organizationally housed with the women's and children's public health programs of North Carolina.

The North Carolina Statewide Family Planning Program is part of the North Carolina Division of Public Health (DPH), a division of the state Department of Health and Human Services (DHHS). The state DHHS is a cabinet level agency and is led by a Secretary who reports directly to the Governor. The director of the Division of Public Health reports to the

DHHS Assistant Secretary for Health. The DPH is responsible for oversight of the state's public health system.

A review of the organizational chart (see appendices) reveals that the Family Planning Program is housed in the Women's Health Branch of the Women's and Children's Health Section (WCHS) of the NC Division of Public Health. The Section Chief position is currently held by Dr. Kelly Kimple since August 2016. Dr. Kimple is a pediatrician with an MPH and board certified in preventive medicine. The Family Planning Program Director, Kristen Carroll, reports to the Women's Health Branch Head, Belinda Pettiford. Ms. Pettiford has over 30 years' experience in women's and public health. Ms. Carroll has over twelve years' experience in reproductive health and HIV/STD prevention in North Carolina. The Women's Health Branch develops and promotes programs and services that protect the health and well-being of infants and women (and their families) during their reproductive years. The goal is to improve the overall health of women, reduce infant sickness and death, and strengthen families and communities. The Branch is comprised of three units: Family Planning and Reproductive Health, Preconception Health and Family Support, and Perinatal Health. The Family Planning Program is housed in the first unit which includes the Title X program, Teen Pregnancy Prevention Initiatives, and the "Be Smart" Family Planning Program.

A total of 9 full time equivalent (FTE) positions are supported by the Title X grant. These positions include a Nurse Consultant, a Program Consultant, a Data Manager, two Teen Pregnancy Prevention Initiatives (TPPI) Program Consultants, a TPPI Evaluation Consultant, an Operations/Budget Manager, a Nutrition Consultant, and a Staff Development Specialist. The Family Planning and Reproductive Health Unit Manager position is cost allocated across several funding sources.

An additional four positions report to the Family Planning Program Director but are not funded by Title X. These include the TPPI Team Leader and an Office Assistant; both positions are cost allocated across different funding sources. The “Be Smart” Family Planning Program Manager and a Regional Nurse Supervisor, who are responsible for Continuous Quality Improvement (CQI) for women’s health services, are funded through an interagency memorandum of agreement with the state Medicaid agency. The Regional Nurse Supervisor supports four additional Regional Nurse Consultants who provide technical assistance, consultation and monitoring of local family planning and maternal health programs. The FPRHU also has a Personal Responsibility Education Program (PREP) grant from the federal Administration for Children and Families and an Office of Adolescent Health Teen Pregnancy Prevention grant which are designed to educate adolescents on abstinence and contraception to prevent pregnancy and sexually transmitted infections while building community mobilization. These programs are federally funded and funds four positions who report directly to the TPPI Team Leader.

Key personnel working with the NC Family Planning Program include: Rachel Urrutia, MD, MSCR, Women’s Health Medical Consultant; Kristen Carroll, MPH, FPRHU Supervisor (Title X Director); Belinda Pettiford, MPH, Women’s Health Branch Head; Joseph Scott, MPA, FPRHU Operations Manager; Debbie Farb, RN, BSN, MPH, IBCLC, Family Planning Nurse Consultant; and Marissa Peters, MPH, FPRHU Data Manager). Resumes for key staff are included in the appendices.

The Medical Consultant, Dr. Urrutia, provides clinical oversight of the Title X Family Planning program. She is available to all clinical staff for consultation and assistance regarding medical issues related to the program. The Medical Consultant position is a contracted .25 FTE

and is dedicated to assuring high quality, effective services in the Family Planning program. Dr. Urrutia is an obstetrician-gynecologist, preventive medicine specialist and women's reproductive epidemiologist. She currently provides clinical care part-time in an OB/GYN clinic where she has worked for three years and has been an Assistant Professor at the University of North Carolina at Chapel Hill in the Department of Obstetrics and Gynecology, Division of Women's Primary Care for five years. She is licensed to practice medicine in North Carolina. She has extensive knowledge, training and experience in family planning. She has a high interest in Fertility Awareness Based Methods (FABM) and is currently part of a systemic review evaluating the effectiveness of FABM.

Evidence that staff providing clinical services (e.g. physicians, state recognized advanced practice nurses, physician assistants) will be licensed and function within the applicable professional practice acts for the state in which they practice.

All physicians, enhanced role nurses, advanced practice providers and other service providers are required to have proper licensing in order to work in family planning settings funded by Title X. These professional staff members also operate within the applicable practice acts for their specific area of practice.

Advanced practice providers employed by subrecipient agencies in North Carolina include "Advanced Practice Registered Nurses (APRNs)" (defined in 21 NCAC 36 .0120) and Physician Assistants (PAs). APRNs include nurse practitioners (NPs) and certified nurse midwives (CNMs). Nurse Practitioners who practice in North Carolina must be registered by the North Carolina Board of Nursing (NCBON) via requirements set forth in 21 NCAC 36 .0803. Certified Nurse Midwives who practice in North Carolina must be registered by the NCBON via requirements set forth in NC General Statue § 90-178. Physician Assistants (PA) in North Carolina must obtain a license from the North Carolina Medical Board before being allowed to

practice. A description of the law requiring licensure for PAs is found in NC General Statue § 90-9.3.

All physicians must receive a license from the North Carolina Medical Board prior to practicing medicine in North Carolina. Requirements related to physicians' license to practice medicine are covered in 21 NCAC 32B .0101 through 21 NCAC 32B .2001.

All subrecipient agencies are expected to verify clinical staff's required licensure annually using agency-approved processes. A roster of all staff is maintained by the subrecipient agency and is available upon request by the NC Division of Public Health, the North Carolina Board of Nursing, and/or the North Carolina Medical Board, as appropriate.

Personnel policies are implemented on two levels: state (grantee) and local (subrecipient) agencies. At the state level, the Office of State Human Resources (OSHR) is under the legal direction of North Carolina General Statute chapter 126 in the provision of personnel policies and procedures.

The OSHR manual outlines systematic recruitment, selection and career support programs that identify, attract, and select from the most qualified applicants for employment and encourage diverse representation at all levels of the workforce. Employment is offered based upon the job-related qualifications of applicants for employment using fair and valid selection criteria. Selection decisions are made with the aid of federal and state anti-discrimination laws.

The DHHS conflict of interest policy sets forth guidelines of behavior for all employees that are consistent with federal and state laws. It is essential that public employees remain independent, impartial and free from conflicts of interest and improper influences in order to work to advance public interest and not for any personal benefit. Policy also states that no

employee subject to the Personnel Act shall be involved in any political activities while on duty or use his/her position or state funds to secure support for a political candidate or party.

The employing authority verifies the validity of professional credentials and any applicable licensure of a new hire before employment and documentation is available that licenses are kept current. A copy of proof of licensure of any employee for whom this is a requirement is kept in those employees' files and is updated upon renewal of the license.

Evidence, including signed referral agreements with relevant referral agencies, that demonstrate a plan to facilitate access to the following: a. comprehensive primary care services, if not provided by the project, and b. other needed health and social services for clients served in the Title X funded family planning projects, such as HIV care and treatment services.

A network of subrecipients is currently in place to provide family planning clinical services in at least one clinic per county in the state. Once Title X funding is received, a formal request for applications will be conducted in the Fall of 2019 to choose future subrecipients.

At the subrecipient level, the North Carolina Statewide Family Planning Program requires that primary care be provided to family planning clients onsite or, if that is not possible, robust linkages with general primary care providers must be in place and supported by written memoranda of understanding (MOU). Of the current subrecipients, 42 provide primary care on site, while 58 have MOUs with other providers to see clients for primary care needs. A copy of one subrecipient's MOU is available in the appendices. *Due to page limitations for this application, all other MOUs are available upon request*. This will help to ensure a continuum of care for family planning clients in North Carolina that promotes optimal health outcomes.

Subrecipients routinely offer referrals for medical services not available onsite. Contraceptive methods not offered onsite are always available on referral. Currently all subrecipients offer a broad range of acceptable and effective methods of contraception. Only six agencies currently refer clients for LARC insertion when clients choose these methods.

Similarly, medically required follow-up tests and treatment for abnormal test results, such as colposcopy or cone biopsy, which are not generally offered onsite, are referred to appropriate providers in the area. Standard policies and procedures for the referral and follow-up of abnormal test results are required for all family planning providers. A copy of one subrecipient's MOU for colposcopy and LARC insertion/removal is available in the appendices. *Due to page limitations for this application, all other MOUs are available upon request.*

On site referrals for family planning clients to other health department programs and services, such as prenatal, Women Infants & Children (WIC) nutrition program, etc., are part of the standard operating procedures. FPRHU requires that subrecipients have referral services for procedures such as Bilateral Tubal Ligation (BTL) and vasectomy that they do not provide onsite. Subrecipients are required to document referrals and this is assured during monitoring visits by Regional Nurse Consultants. If issues are identified as a result of screening clients for social or emotional needs, providers will provide limited counseling and referrals as needed to social services agencies in the community, such as the local department of social services (DSS), drug treatment centers, intimate partner violence programs, faith-based programs, etc. Subrecipients develop and nurture the partnerships they have with other agencies to ensure they are providing holistic care to their family planning clientele. This ultimately prioritizes optimal health outcomes for individuals and couples seeking services in the Title X clinics.

The plan for ensuring that all family planning services offered are provided in:

a. Compliance with the Title X statute and program regulations, including the requirement that Title X funds will not be used for abortion as a method of family planning, as well as with regulations regarding sterilization of persons in federally-assisted family planning projects.;
b. Compliance with State laws applicable in the proposed service area specific to requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, and human trafficking; and
c. Compliance with the legislative mandate to encourage family participation in the decision of minors to seek family planning services, and incorporate resistance skills for minors to resist/avoid exploitation and/or sexual coercion

All family planning service provision is under the guidance of policies that are based on and consistent with Title X statute, regulations and guidelines. Program policies are created using the same language found in federal guidance for Title X. While subrecipients may create their own policies and procedures, they all must address Title X program requirements. The NC Statewide Family Planning Program has developed template policies for subrecipients to adapt at the local level. These policies are currently under review and should be available to all subrecipients by Spring 2019.

All subrecipients are (and will be) required to follow Title X guidelines, including the requirement that Title X funds will not be used for abortion as a method of family planning. None of the current subrecipients provide abortions. If any future subrecipients are selected that do provide abortions, all necessary measures will be taken to assure that abortion procedures are not included as part of their Title X expenditures. Such subrecipients will have strict requirements placed on their use of Title X and will be monitored for compliance annually.

The NC Statewide Family Planning Program requires all subrecipient agencies that provide and/or arrange for sterilization services to follow all the requirements contained in Subpart B - Sterilization of Persons in Federally Assisted Family Planning Projects, contained in the Federal Family Planning Program Guidelines. Regional Nurse Consultants, as part of their regularly scheduled monitoring or Quality Improvement visits, routinely assess subrecipient compliance with the federal sterilization requirements, including, but not limited to documentation of proper informed consent procedures. Subrecipients use the standard informed consent form developed by the federal Office of Management and Budget (OMB).

All subrecipient agencies have policies and protocols on adherence to North Carolina state law G.S. 7B-301 to report any and all suspicion that a child under the age of 18 is abused,

neglected, or dependent to the local department of social services. These reports also include suspicion of molestation, sexual abuse, rape, incest, or any other form of domestic violence, as required by NC state law. Subrecipient agencies are also required to have policies and procedures in place for the reporting of human trafficking, a federal offense. In addition to these mandatory reports, there is a legal duty to report to local law enforcement authorities by a physician or administrator of a health care facility:

1) Certain injuries and illnesses that may have been caused by criminal acts [G.S. 90-1.20(b)].
2) Recurrent illness or serious physical injury to a child under the age of 18, if the illness or injury appears to the physician to be due to non-accidental trauma [G.S. 90-21.20(c1)].

The adherence to these policies and protocols is reviewed through regular monitoring visits by the Regional Nurse Consultants to ensure compliance with the provisions of the state law. All new and current staff members receive training on mandatory reporting laws and regulations to ensure that they remain aware of such laws annually. All subrecipient agencies are required to maintain a file for each Title X staff member documenting training attendance and understanding of North Carolina reporting laws and the Federal Anti-Trafficking laws with yearly signatures of employee and supervisor.

Adolescents seeking contraceptive services are informed about all methods of contraception including abstinence as well as how to reduce the risk of sexually transmitted diseases (STDs) and the benefits of delaying sexual activity and returning to a risk-free or reduced-risk status. They are counseled and assured that the counseling sessions are confidential, and if follow-up is necessary, every attempt is made to assure the privacy of the individual unless necessary to provide services to the client or as required by law (mandatory reporting obligations through

state and/or federal laws). Parental consent is not required for the adolescent to seek family planning services, and providers will not notify parents or guardians before or after the services have been rendered. However, family involvement is *encouraged* in the decision of the adolescent to seek such care by providing minors tips on speaking with their parent(s)/guardians or other trusted adult. All adolescents are provided information and education on sexual coercion and all subrecipient agencies abide by state and federal mandatory reporting laws in the event of suspected child abuse, molestation, neglect, rape, incest or human trafficking. Any adolescent who presents with an STD, pregnancy or suspicion of abuse is screened to rule out victimization of a minor.

The NC Statewide Family Planning Program's monitoring of subrecipient agencies assures they have policies and procedures in place addressing services for adolescents and are included as a part of our quality improvement/quality assurance process. As is done with other clients in providing a warm, inviting atmosphere, clinics are encouraged to provide "teen-friendly" services and this too is assessed in our monitoring process. The FPRHU clinic tools for subrecipients to use in their agencies provide documentation and assurance that all required education/counseling is provided to all of our clients, including adolescents. To ensure adherence and understanding in working with adolescents, all subrecipients are required to complete the "Encouraging Family Participation in Adolescent Decision-Making Training Guide" and the "Counseling Adolescents About Sexual Coercion and Abuse eLearning" by the Family Planning National Training Center annually, as listed in the Workplan (see appendices).

The Teen Pregnancy Prevention Initiatives (TPPI) is part of the Family Planning and Reproductive Health Unit and the Statewide Family Planning Program at the Division of Public Health. TPPI funds nonprofit agencies, local health departments, schools, and universities to

implement pregnancy prevention programs and/or adolescent parenting programs. Currently, 55 agencies receive funding across the state of North Carolina. Local agencies provide education and skills to adolescents on the importance of talking to their parent(s)/guardian or other trusted adult and tips on how to have a conversation around sexual health. Agencies implement evidence-based curricula that educate teens on the benefits of delaying sexual activity, reducing sexual risk behaviors (or avoiding sexual risk) and providing a framework around healthy relationships, while also reinforcing where teens can access services, including through Title X clinics. During the program, the youth involved complete pre and post program surveys that are evaluated by the TPPI Evaluator to determine the knowledge, behavior and attitude changes of the involved youth. All funded agencies are measured on the outcomes of the survey information. Agencies are also evaluated through the information they submit on a monthly basis into an online, electronic database that documents the process evaluation for the program (see Workplan in the appendices for expected outcomes). Through all of the TPPI funded programs, over 10,000 youth receive services annually.

Family support and engagement can play an important role in family planning services. Participation of parents, guardians, partners or spouses, depending on the circumstances, may influence the success of a family planning method and positively affect the overall reproductive health of the individual. Involving the family can be beneficial when creating a reproductive life plan and having a conversation about everyone's goals in the relationship around postponing, preventing, and achieving a pregnancy, where appropriate. When possible, clients are encouraged to discuss family planning methods with their partners. When partners are included in the conversation about the benefits/risks and effectiveness of a method, there is a greater chance of success for consistent and correct method use. This is evident with Fertility

Awareness Based Methods, when having a partner on-board is critical to the success of the method, and having a conversation is an important part of the plan. In order to involve family appropriately, it is important that clients can navigate in healthy relationships. Currently, all subrecipients are screening clients for domestic violence and intimate partner violence, and providing referrals as needed. With the client's engagement, they can have a conversation on encouraging family involvement. With strong consideration for their health and safety, these conversations occur if practical and when the client is wanting the involvement.

A plan for how the project proposes to incorporate the key issues identified.

Consideration of the 2019 Title X program key issues are overarching in planning for family planning service delivery. The Workplan in the appendices details the goals, objectives, and activities for the program; designed around the program key issues. The details outlined highlight quality work already happening in the North Carolina Statewide Family Planning program and areas where the program can build to better support the individuals and couples seeking services. Each goal in the Workplan indicates which Title X key issue is addressed. The three goals identified center around comprehensive care, adolescents, and training with objectives, tasks and outcomes identified for each goal. Throughout the application, the Workplan and priorities and key issues are identified in the services offered through the North Carolina Family Planning Program.

One specific activity highlighted is around key issues 2 & 7: providing the tools for the inclusion of substance use disorder screening into family planning services and fostering interaction with community-based organizations. In an effort to address the effect of the substance use/opioid epidemic on reproductive age clients, including knowledge of and access to family planning services, the North Carolina Family Planning program will collaborate with both the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services and

the Alcohol and Drug Council of NC to increase education and referrals for substance users around reproductive life planning and for Title X clinics to understand substance use. The Family Planning Program Consultant will collaborate with these agencies to plan and implement an evidence-informed reproductive life planning curriculum for staff at 24 state-supported substance use clinics in the Spring of 2019. The objective is for substance use clinics to use the training to provide education to clients and refer clients who want services to the nearby Title X clinic. Representatives from the trained clinics, subrecipients, and grantee staff will meet twice a year to discuss training outcomes, needs, and future plans. Training for private opioid clinics will be offered in year 2 based on the success in year 1 of the substance use clinic trainings. The substance use and opioid clinics involved will document and report the number of referrals they make to Title X clinics. This plan demonstrates effective collaboration between state entities, community programs and details meaningful collaboration between the subrecipients and these participating clinics for continuum of care for clients, ultimately improving their health outcomes.

Another specific activity highlighted is around key issues 10 & 7: increasing attention to CDC screening recommendations for STDs that have potential impact on fertility and pregnancy and fostering interaction with community-based organizations. In an effort to address the rise in STD cases, including knowledge of and access to family planning services, the North Carolina Statewide Family Planning program will collaborate with 15 North Carolina College Preconception Peer Educator (PPE) programs to increase outreach to young adults around the importance of prevention and screening of STDs and where to access services. Annually, 3 trainings will be held for at least 150 PPEs to provide specific information around the importance of STD prevention and screening and where services can be found. Students who complete the

intensive training program can be credentialed as Certified Preconception Peer Educators by the National Office of Minority Health, if they actively participate in activities. The activities to be certified include: the students are required to complete on and off-campus educational programs, including recruitment of other students to be trained as peer educators, receive ongoing training, and are recommended by their PPE advisor. The trained PPEs will provide outreach opportunities within their communities (training both students and community members) around the information they learned. This will increase the awareness of STD prevention and screening, and potentially increase the number of people accessing Title X clinics in those areas.

Description of processes in place to ensure that persons from low-income families, with incomes that fall at or below 100% of the current Federal Poverty Level will not be charged except where third parties are authorized or obligated to pay; and all reasonable efforts will be made to obtain third party payment without discounts.

Assessment of client income is based upon Title X Program Requirements. Income determination is based on family size and household income (economic unit) and is completed annually at a minimum. Clients are asked each time they present for services if their insurance status, income, and/or family size has changed. If it has changed, another financial eligibility assessment is completed. The financial assessment is done by the clerk during the intake process. This process includes gathering information regarding income, family size, and possible Medicaid or third-party coverage.

Each subrecipient agency may determine whether to require proof of income (documentation) or to accept self-declaration of income, and this determination is stated in their Client Fee & Eligibility policy. If income documentation is required, but the client is unable or unwilling to provide such documentation, subrecipient agencies include one of these two clauses in their Client Fee & Eligibility policy: 1) self-declaration is accepted, or 2) the client is given a timeframe (usually 15-30 days) in which to provide income documentation within. If the client

provides documentation within the given timeframe, the charges are adjusted according to the schedule of discounts. If the client does not provide documentation within the given timeframe, the client is charged at 100% (full pay) for the cost of services. No client is refused services for failure to provide proof of income or for inability to pay. If a minor seeks confidential services, his or her income is assessed as a family of one. For clients with private insurance, subrecipient agencies assess their income, and then charge clients whichever is the lesser fee – their copay or the visit fee with the schedule of discounts applied. Clients who may be eligible are encouraged to apply for Medicaid, and if they are approved for retroactive Medicaid, there is no charge to the client for services received that day. If deemed ineligible for Medicaid, with no private insurance coverage, a client will be charged appropriately based on the schedule of discounts. Clients with incomes that fall below 100% of the FPL are not charged for services. No clients are denied services or subjected to any variation in quality of services because of inability to pay.

Voluntary donations from clients are permissible, depending on local policy. However, clients must not be pressured to make donations, and donations must not be a prerequisite for the provision of services and supplies. Donations from clients do not waive the billing/charging requirements specified above. Each health department is required to have a sign detailing the donations policy or directing individuals to inquire for more information.

Client accounts begin to age at 30 days after the date of service. This allows the program to attempt collections while providing a mechanism to write off accounts that are dormant or uncollectible. Each subrecipient has their own Bad Debt Write-off policy and the amount of time when debts are considered uncollectible varies based on agency decision. Any payments received are deducted from any outstanding balance. A “Receipt/Current Invoice” is created as payment on account and provided/mailed to non-confidential clients. Each department maintains

a cash drawer to facilitate clients wishing to make payments by cash. North Carolina health departments also may choose to participate in the NC Debt Set-off program to collect past due accounts where doing so will not compromise client confidentiality. This allows the program to attempt collections by mail (or if they return to clinic) while providing a mechanism to write-off accounts that are dormant/uncollectable. The county health department administrator or the area/clinic supervisory staff may waive the fee for the individual in special circumstances. This is handled on a case-by-case basis.

Program costs are based on a cost accounting system developed by DPH and approved by NC DHHS and Centers for Medicare and Medicaid Services (CMS). The cost accounting system has cost centers that capture all expenditures charged to the Family Planning Program. These expenditures include approved staff time spent in the program, supplies, equipment, contracts, travel, etc. Federally-approved overhead costs are also captured in this system. These expenditures are analyzed annually and used in a formula to determine client fee charges. Per the formula, each family planning visit type is assigned a Relative Value Unit (RVU), a weighted measure for determining a relationship between services rendered which is ultimately multiplied by the total visits performed in each visit type to come up with the direct labor cost for each service type. Each service's direct labor cost is then divided into its total to determine the percentage relationship for program cost allocation. The program cost is multiplied by the percentage of each service to determine the cost per service. Direct costs such as contraceptives and vaccines are then added to the determined cost per service to equal a total cost per service. The total cost per service is divided by the total service units to determine a cost per unit of service. The cost per unit of service is then compared to the total charge per unit of service to ensure the provider is basing their charge on their individual cost per service.

Evidence that the applicant has ability to bill third parties, including private and public insurance such as Medicaid, when appropriate, and the ability to facilitate enrollment of clients into Medicaid.

All subrecipients in the NC Division of Public Health provider network have been providing Title X services for decades. Each subrecipient has moved to or is diligently working toward areas that will increase or improve their sustainability as family planning providers. Each of the subrecipients is able to bill Medicaid for clients who are eligible.

Most of the current subrecipients have the capability to bill private insurance companies for those clients with such health coverage. This helps to assure that Title X funds are reserved for the clients who need it the most – those who are low-income and have no other resources for payment. When subrecipients are monitored for compliance, the Regional Nurse Consultants review if the subrecipient has contracts in place to bill third party insurance or if they can demonstrate they are trying to get contracts created.

During the in-take process for clients, subrecipients notify those who may be eligible to apply for Medicaid. Some of the subrecipients have social workers in house that can assist with enrolling clients, but all assist in facilitating enrollment by referring clients to their local Department of Social Services or to enroll online. If a client is not enrolled in any insurance, all subrecipients are responsible for informing them of possible options such as “Be Smart” Family Planning Medicaid (the State Plan Amendment). No clients are denied services or subjected to any variation in quality of services because of inability to pay.

Description of how the schedule of discounts was developed; or for applicants with multiple subrecipients, a policy that is applicable to subrecipients which meets the criteria set out in the Title X regulations at 42 CFR §59.5(a)(7)-(9).

North Carolina’s schedule of discounts (also called sliding fee scale) is based on the federal government’s annual update of the federal poverty level (FPL). Each January, the Women’s Health Branch enters data from the updated FPL guidelines into NC DHHS’s

spreadsheet, and the spreadsheet updates the income levels within North Carolina's sliding fee scale. All non-Medicaid, non-third-party coverage clients, whose incomes are between 101% and 250% of the current FPL guidelines, are charged based on income and family size, and are placed on the scale in the 20%, 40%, 60%, 80% or 100% income bracket. The 2018 North Carolina Sliding Fee Scale is posted by the grantee for subrecipient agencies to utilize at: http://whb.ncpublichealth.com/provPart/docs/CY18-SlidingFeeScaleforFamilyPlanningClinics.pdf.

North Carolina also has a state policy entitled "Billing, Collection and Fees Policy" within our Family Planning Policy Manual, which serves as a guide for subrecipients agencies' local policies. This manual is located on the Women's Health Branch website at: http://whb.ncpublichealth.com/provPart/pubmanbro.htm. The "Billing, Collection and Fees Policy" assists both the grantee and subrecipient agencies in meeting all Title X regulations related to client charges and the schedule of discounts.

Subrecipient agencies are monitored during each Title X project period by both the Regional Nurse Consultants (RNCs) and Administrative Consultants (ACs) to ensure correct implementation of the schedule of discounts. The RNCs review documentation showing that the subrecipient agency is using the current sliding fee scale. The ACs monitor to ensure that financial documentation at the service sites indicates clients whose documented income is at or below 100% FPL are not charged for services.

A plan for providing community information and education programs which promote understanding about the availability of services. The plan should include a strategy for maintaining records of community education activities.

The FPRHU has a policy that each subrecipient agency must develop its own plan for community participation, outreach and recruitment. The Women' Health Branch website has a sample policy and sample template that subrecipients can utilize to meet this requirement:

http://whb.ncpublichealth.com/provPart/forms.htm. This template details a complete three step process: Community Engagement Plan, Community Education & Service Promotion Plan, and Quality Improvement Plan. The first part: Community Engagement Plan is a plan to obtain feedback about local family planning services from adolescents, current/potential clients and/or community members. Subrecipients seek input and participation from members of the community who are representative of the population being served in the clinic. Participation of those in the community with special expertise in and knowledge of family planning services are also included in these activities.

On the state level, the FPRHU utilizes its relationship with other health and human service entities to meet the requirements for community participation in the development, implementation and evaluation of the program. A great deal of collaboration and information sharing occurs with agencies and organizations that represent the concerns and needs of local communities and priority populations. Regional nurse consultants visit subrecipient agencies often and are in constant communication with them about community support, community concerns, and follow-up. The Commission for Health Services, the board that ultimately adopts major policy and regulatory changes in all public health programs, is composed of representatives of various disciplines within public health. And the Statewide Family Planning Program is a member of a collaborative team, the Statewide Reproductive Life Planning Stakeholders Workgroup. The group provides collaboration and insight to the NC Statewide Family Planning Program through diverse participation to meet the needs of North Carolinians of reproductive age. Representative agencies included in this group: statewide nonprofits, community clinic representatives, foundations, Medicaid, local health department representation, faith-based agencies, hospitals, and others. This group meets at least three times per year to

discuss critical issues affecting men, women, and adolescents in their reproductive years and how to improve health outcomes for this group, while ultimately improving health outcomes for future generations as well. The State program also increases awareness statewide about Title X clinics and the services provided. The Family Planning Program Consultant represents the program at various conferences, including: annual State School Nurse Conference, annual NC Teen Pregnancy Prevention Conference, NC Public Health Association, and other conferences and meetings to ensure that partners across the state know of the Title X services and are encouraging people to access these services throughout the State.

The Community Education and Service Promotion Plan is the second part of the template. The plan is to help the community better understand Family Planning Services' goals/objectives and availability of services, and to encourage potential clients with unmet needs to use family planning services. The FPRHU requires each health department to have a written plan to ensure community participation. State regional nurse consultants review the plan and its implementation during monitoring visits. Subrecipients are encouraged to include a broad representation of community involvement, including but not limited to: nonprofit agencies, hospitals, other providers, media, faith-based agencies, youth-serving agencies, local businesses, schools, and department of social services, etc. In the coming year, the Family Planning Program Consultant will assist subrecipients in developing community outreach plans to specifically reach adolescents in their communities. The Family Planning Program Consultant will assist at least ten agencies a year with developing and reviewing their plans to reach adolescents.

Subrecipient agencies employ a wide range of approaches to provide outreach and to recruit clients. Agencies utilize their local needs assessment and community engagement plan to determine their community outreach activities. Activities can include making family planning

presentations to local governmental bodies, universities, schools, local employers, faith communities and other human service agencies; utilizing and participating in social media sites such as Facebook and Twitter; print, radio, television, billboards and public service announcements (PSAs); placing posters and brochures in stores and at other agencies or in locations where potential clients gather; civic, church and community organizations, businesses and industries and human service agencies; and holding health fairs or setting up exhibits at agricultural and street fairs. Subrecipient agencies use Information and Education (I&E) Review Committees comprising individuals representative of the agencies' clients to assure the appropriateness of program information and education materials.

Based on information that the subrecipients learn from the community, subrecipients then develop a Quality Improvement Plan (the third step in the template). Previous projects include: improving clinic flow, offering satellite clinics, evening and Saturday clinics, and reminder phone calls for family planning appointments and phone calls to reschedule missed appointments. Some subrecipients have offered incentives such as gift/gas cards or water bottles for clients who keep their family planning appointment. Over the next several years, the FPPC in collaboration with our "Be Smart" Family Planning Program Manager, will develop an outreach toolkit for all subrecipients to utilize to promote family planning services within their communities. The goal is for this toolkit to provide tools and resources as well as tips on how to connect with the community to increase access to family planning services and the number of individuals being served to improve their overall health outcomes.

A plan for an information and education advisory committee that is consistent with the Title X statute and regulations that ensures that all information and education materials are current, factual, and medically accurate, as well as suitable for the population or community to which they will be made available.

FPRHU policy requires that each subrecipient agency also develop its own plan for information and education (I&E) review of materials. The FPRHU provides guidance for the review of information and education materials that is housed on the Women's Health Branch website. The guidance includes excerpts from the Title X Program Guidelines and addresses issues such as the composition of the committee, what kinds of materials must be reviewed, and the benefits of having an I&E review committee.

The FPRHU assures that subrecipient agencies adhere to requirements for I&E review during the program monitoring visits to subrecipients. The monitoring tool requires a written plan or protocol regarding the size, make-up and responsibilities of the local I&E review committee. The tool also requires documentation that the agency has implemented the plan. Results of the review process are documented on the appropriate I&E review forms and meeting minutes/summary. Education and outreach materials are to be evaluated for appropriateness to the demographic groups they will reach. Education materials are assessed for medical accuracy, factualness and how current they are by clinical staff at the subrecipient agency. In addition, the Office of Communications in NC DHHS reviews all I&E materials the FPRHU develops before they are distributed to subrecipients. In addition, the Family Planning Program Consultant (FPPC) receives subrecipient media review documents at least annually and reviews them for completeness. The FPPC sends a letter to the agency verifying they have been received and reviewed; if additional information is needed it is noted in the letter. Files of each agency's I&E review documents and response letter are kept on file.

Agencies develop very specific, measurable objectives to evaluate their community education and outreach activities. Some agencies use a less formal staff review of their

community outreach and education activities, responses from client surveys or input from local advisory councils.

Evidence of the capability to collect and report the required program data for the Title X annual data collection system, the Family Planning Annual Report (FPAR).

The FPRHU has a Data Manager who works with the Division of Public Health (DPH) and NC State Center for Health Statistics to ensure that data elements required for the Family Planning Annual Report (FPAR) are captured and reported to the Office of Population Affairs (OPA). Starting in 2018, a new data collection system was implemented by the state called the Local Health Department – Health Services Analysis (LHD-HSA). All subrecipients are now utilizing Electronic Health Records (EHR) and have the capacity to export the required FPAR data. As the EHR vendors used by our subrecipients vary from agency to agency, it is vital that staff in the Unit closely monitor the data to assure its accuracy. In implementing the LHD-HSA system, we have worked closely with these vendors and subrecipients to identify the required reporting elements for FPAR and define data submission formats. Monthly, the subrecipients upload their data through a secure file transfer protocol (SFTP) to authenticate and establish a secure connection with DPH. The data are validated by the DPH system to ensure proper data quality and integrity. If the data elements fail to meet system requirements, an error report is generated and returned to subrecipients. The errors must be resolved within the subrecipients' EHR and resubmitted and approved by DPH. All efforts are made to ensure that data is accurate, reliable and reported to the state in a timely manner.

The data collected through this system is monitored monthly by the Data Manager and evaluated for trends within the subrecipient sites. The Data Manager identifies inconsistent, missing or other data problems and works to improve data collection and reporting methods though phone and onsite technical assistance to the subrecipients. As listed in the Workplan (see

appendices), the goal is to track trends to ultimately improve data collection/reporting, but also to make overall programmatic improvements as well; thereby enhancing the services provided to clients.

Budget Narrative File(s)

* **Mandatory Budget Narrative Filename:** Final Budget.pdf

Add Mandatory Budget Narrative | Delete Mandatory Budget Narrative | View Mandatory Budget Narrative

To add more Budget Narrative attachments, please use the attachment buttons below.

Add Optional Budget Narrative | Delete Optional Budget Narrative | View Optional Budget Narrative

NC DHHS List of Budget Narrative Contents:

- Year 1 Title X Proposed Budget
- Year 1 Salary and Fringe details
- Year 2 Title X Proposed Budget
- Year 2 Salary and Fringe details
- Year 3 Title X Proposed Budget
- Year 3 Salary and Fringe details
- NC DHHS Cost Allocation Plan letter
- Year 1 Local Revenue Spreadsheet for Subrecipients
- Plan for Oversight of Federal Award Funds
- Family Participation Certification
- Subrecipients' Year 1 Budgets (84)

Budget Narrative and Justification - April 1, 2019 - March 31, 2020

Personnel - Salary	**583,124**	Funds are for 9.00 FTEs to provide management, oversight and support for Title X activities. ****Salary includes a 2% Cost of Living Increase (COLA).****
9.00 FTE	583,124	
Fringe Benefits	**208,166**	This includes **7.65%** Social Security, Retirement (**18.86%** for 3 months; **18.55%** for 9 months), and **$6,104** for health insurance for 9.00 FTEs.
Social Security	44,608	
Retirement	108,622	
Health Insurance	54,936	
Travel: In-State	**11,793**	Proposed In-State travel for FY 19 - 20. **Actual sites and dates TBD**. Monitoring visits – ongoing – all staff potentially conducting throughout State - approximately 20 overnights/year. Regional trainings conducted for sub recipients – 5 Regional Trainings per year in the Fall – up to 5 staff attending with approximately 3 overnights per person. Representation at meetings – ongoing – 6 overnights/year. Teen Pregnancy Prevention Conference – Spring – 3 staff – 1 overnight per staff. Conducting other trainings for Women's Health programs – ongoing across the State – up to 14 overnights/year. NCPHA – various locations – 2 overnights – up to 5 staff. Eastern District Public Health Association Conference – 2 overnights – 1 staff.
Overnight	5,732	Reimbursement for 70 nights x $81.88 ($71.20 State Government Rate x 15% ($10.68)) in-state travel. $81.88/night x 70 nights = $5,731.60 ~ $5,732.
Meal Per Diem	2,681	Reimbursement for 70 days of State per diem meal cost ($8.40 breakfast, $11.00 lunch and $18.90 dinner = $38.30/daily) purchased in state = $2,681.
Ground Transportation	2,180	Mileage reimbursement for state employees for 6,606 miles at $0.33 per mile when state vehicles are unavailable. 6,606 miles x $0.33 = $2,179.98 ~ $2,180.
Miscellaneous in-state travel (Parking and Baggage Tips)	1,200	For airport parking and baggage tips when staff are traveling out-of-state and for parking cost when staff must pay for parking for the purpose of attending Title X/Family Planning related activities. $100/mth x 12 mths = $1,200.
Travel: Out-of-State	**25,100**	Proposed Out-of-State travel for FY 19 - 20. **Actual sites and dates TBD**. Federal Meeting/Conference – 3 staff to D.C. 4 overnights. NFPRHA Conference – Spring – 2 staff to D.C. 3 overnights. NFPRHA Fall meeting – 2 staff – 3 overnights. AMCHP Conference – Winter – 2 staff at least 4 overnights – various locations. Healthy Teen Network Conference – various locations – Fall – 2 staff – 3 overnights. National Sexual Education Conference – New Jersey – 2 staff – 3 overnights – winter. Home Visiting National Conference – D.C. 2 staff – 3 overnights – winter.
Airfare	7,500	Purchase of airline tickets: 15 tickets at $500 each. 15 tickets x $500 per ticket = $7,500.
Overnight	12,500	Reimbursement for 50 nights lodging at $250 (includes tax) each in other states. 50 nights x $250 per night = $12,500.
Meals Per Diem	2,050	Reimbursement for 50 days of State per diem meal costs ($8.40 breakfast, $11.00 lunch and $21.60 dinner = $41.00/daily) out of state. $41/per day x 50 days = $2,050.
Ground Transportation	2,000	Reimbursement for 20 purchases of transportation (cab, shuttle, rail system, rental car, etc.) at $100 R/T each from airports to hotels and vice versa. 20 R/T x $100/per R/T = $2,000.
Miscellaneous out-of-state travel (Baggage and Baggage Tips)	1,050	Reimbursement for 15 round trip, out-of-state trips. 15 R/T x $70/per R/T = $1,050.
Travel: Non state employees	**2,317**	For in/out of state travel by pharmacy & medical consultants - $500 air fare x 2 staff = $1,000 / Per diem meal in-state - $38.30 daily x 2 staff x 2 days = $153.20/ Per diem meal out-of-state - $41.00 daily x 2 staff x 2 days = $164.00/ Overnight Lodging - $250 per night (includes tax) x 2 staff x 2 nights = $1,000. Total - $2,317.20 ~ $2,317.

Equipment	**14,400**	Planned purchases include: ~ 2 laptops computers @ $1,000 each = $2,000 ~ 3 multipurpose machines or printers @ $500 each = $1,500 ~ 3 Smart Phones @ $150 each = $450 ~ 2 desktop computers @ $500 each = $1,000 ~ 2 Flat panel 24" Monitors @ $200 each = $400 ~ 2 Keyboards @ $10 each = $20 ~ 2 Mouse @ $15 each = $30 **TOTAL $ 5,400** ****The inventory, listed above, are identified IT needs of Family Planning staff for Year 1.**** For purchase of office furniture - **$6,000**. The balance of **$3,000** will be for needed repairs for equipment, as well as maintenance agreements for equipment such as the fax machine. **** All equipment items under $5,000 are considered Supplies.****
Supplies	**32,100**	
Office Supplies	3,600	General office supplies for internal usage and for conferences/trainings. $276.92 per 9.00 FTE on grant plus 4 staff (including the Program Director) who are cost allocated. $276.92 each annually x 13 staff = $3,599.96 ~ $3,600.
Data Processing Supplies	3,600	Toner/printer cartridges for shared copier and office printers. $300/mth x 12 mths = $3,600.
Incentives/Promotional Items	7,500	Items such as flash drives, day planners, water bottles, etc. will be distributed to attendees of conferences, workshops, trainings, etc. Actual items TBD - 1,500 items x $5.00 (average cost of each item) = $7,500.
Educational Supplies	15,000	Funds will be used to purchase educational supplies and learning resources related to Family Planning for distribution to providers. Examples included: poster, brochures, fact sheets, etc. 15,000 x $1.00 (average cost per item) = $15,000.
Gasoline	2,400	Staff are reimbursed for gas expenditures when rental cars are utilized. $200 per month x 12 months = $2,400.
Contractual	**22,194,841**	
Aid-to-Counties	22,194,841	**$6,368,741** of the Statewide Family Planning Program's funding will be allocated to local family planning providers. Non federal share of **$15,826,100** is included. These funds encompass Medicaid (**$10,553,428**), State Appropriations (**$1,038,731**), Patient Fees collected by Local Health Departments (**$2,001,511**), Private Insurance Deductibles collected by the Local Health Departments (**$1,524,772**), Local Donations (**$5,832**), Local Grants (**$97,625**), and Other Local Resources (**$604,201**). Note: For FY 19 - 20, **$22,194,841** ($6,368,741 + $15,826,100) shall be used to provide FP services for an estimated **103,506** patients at a cost of approximately **$214.43** per patient. According to the Guttmacher Institute, the federal and state governments spent $858.3 million on unintended pregnancies in North Carolina in 2010. The total public costs for an unintended pregnancy was $440 per woman aged 15-44. The cost-effectiveness of providing family planning services and preventing unintended pregnancies is high and potentially reduces the cost per woman by 50%.
Other Misc. Costs	**454,259**	
Adobe Connect Subscription	15,000	An annual Adobe Connect subscription is used to host webinars and trainings for local service providers and home-based staff. $15,000 annually x 1 year = $15,000.
Women's Health Branch Medical Consultant	27,000	Salary for a Family Planning Medical Consultant (Dually Employed with UNC-Chapel Hill) for medical consultation associated with Family Planning; cost includes liability insurance. $69.54 per hour x 6.50 hrs weekly x 52 weeks = $23,504.52. FICA $23,504.52 x 7.65% = $1,798.09. Liability Insurance - $3,394.98 annually x .50 = $1,697.49 (Family Planning portion) = $27,000.10 ~ $27,000.

Translation Services	1,500	Family Planning program materials are translated from English to Spanish through a translation service. ($1,500/12 months = $125 monthly).
Rental Car Usage	2,400	Enterprise Rental Car is utilized when State-owned vehicles are unavailable to staff. $200 per month x 12 months = $2,400.
State Car Usage	6,000	Covers 15,500 miles traveled in the state using state-owned/contracted vehicles x $0.36 per mile (on average mileage rate for State-owned vehicles) per mile for 12 months plus monthly $35 charge using a state-owned vehicle. 15,500 miles x $0.36 per mile = $5,580. $35 per month x 12 months = $420. Total - $6,000.
Printing	6,357	Printing of Agreement Addendas and Family Planning outreach materials that are disseminated to local services providers. Program-related materials are also printed for distribution at workshops, trainings and conferences. 6,357 items x $1.00 per item = $6,357.
Social Media Campaign	101,424	Develop and/or utilize existing advertisements to implement paid and earned media opportunities to educate the public and decision-makers about the importance of STD screening and prevention across North Carolina and where to access services. $235/month for YouTube x 8 months = $1,880 $1,000/billboard x 20 sites throughout the state (TBD) = $20,000 Cinema ads: $500/week/ad x 40 sites throughout the state (TBD) x 3 weeks = $60,000 Twitter/Facebook/Instagram advertising: $7,544/12 months = $628.67 per month Create media schedule in 4 separate big markets (TBD) at $3,000/market = $12,000 Total - $101,424.
Subscriptions, registration, etc.	12,000	Subscriptions/Memberships **(Includes National Family Planning and Reproductive Health Association dues - $3,000)** ($5,000), registration fees to attend classes, trainings, workshops, etc. ($6,000), learning resources ($1,000). $12,000/12 months = $1,000.00 per month.
Survey Monkey Annual Renewal	1,188	An annual subscription to Survey Monkey will be used to gather, store, and process data received from surveys conducted by program staff. $1,188 annual renewal x 1 renewal = $1,188.
Textbooks	5,000	The supplies and training materials to support effective and efficient training of the Family Planning staff and sub-awardees. 100 x $50.00 per item =$5,000.
Rent/staff offices, other facilities for conference/storage of materials	2,500	Conference facilities ($1,250/12 months = $104.17 per month) and warehouse space for educational materials ($1,250/12 months = $104.17 per month).
Telephone	4,278	Landline telephones for 9.00 FTE on grant plus 4 staff (including the Program Director) who are cost allocated. Office phone based on $27.42 monthly flat rate for one phone. $27.42/mthly x 13.00 staff x 12 months = $4,277.52 ~ $4,278.
Cellular Phone	7,322	Cellular telephone charges for 9.00 FTE plus 3 staff (including Program Director) who are cost allocated. Cellular phone based on $50.85 monthly rate for 12.00 FTE. $50.85 monthly x 12.00 staff x 12 months = $7,322.40 ~ $7,322.
Telecommunication Data Charges	1,000	Data transmission and shared data charges for home-based and regional staff. $1,000/12 months = $83.33 per month.
Substance Use Trainings	2,665	Two trainings co-sponsored by the NC Women's Health Branch and the NC Division of Mental Health. Lunch and Break ($11.00 + 5.00) for a total of 40 attendees (40 attendees for each training) x 2 trainings = $1,280. Meeting space - $610 per training x 2 trainings = $1,220. One networking meeting with stakeholders: Lunch ($11.00) for a total of 15 attendees = $165.
Family Planning and Reproductive Health Outreach Training	1,260	Sponsored by the NC Women's Health Branch. Lunch ($11.00) for a total of 60 attendees x 1 training = $660 Meeting space - $600 per training x 1 training = $600.

Preconception Health Peer Educators	15,000	Funds will underwrite training of college students as Preconception Peer Educators (PPEs). The training educates PPEs about reproductive life planning and includes a focus on contraception and STI prevention. Once trained, the PPEs will connect students to on campus student health centers and local Title X clinics. The training will target 15 colleges and universities around the state and train at least 150 PPEs. Train 50 students and advisors including travel, overnight accommodations and meals. Breakfast - $8.40 x 50 students and advisors per training x 3 trainings = $1,260 Lunch - $11.00 x 2 days x 50 students and advisors per training x 3 trainings = $3,300 Dinner - $18.90 x 1 day x 50 students and advisors per training x 3 trainings = $2,835 Breaks - $5.00/day x 2 days x 50 students and advisors per training x 3 trainings = $1,500 Meeting space: $500/day x 3 trainings = $1,500 5 rooms (2 students per room) x $71.20/night x 3 trainings = $1,068 250 miles per university (travel to/from training venue) x $.545 x 3 universities x 3 trainings = $1,226.25 $154.05 per university x 15 universities-funds to be used to plan and conduct two on-campus and two community based preconception health outreach and educational activities = $2,310.75 Total - $15,000.
SAS License Renewal	2,000	SAS will be needed for the purpose of evaluating advanced analytics and for managing relevant program data. The program will need to renew its SAS license annually. 2 staff x 2 SAS license = $2,000.
Postage/Mailing	6,600	Mailings, postage, Fed Ex needed to send out information. $550 monthly x 12 months. $550 monthly x 12 months = $6,600.
Cost Allocated Overhead	233,765	Allocated overhead charges to the grant are justified per the cost allocation plan for the Division of Public Health as approved by the Division of Cost Allocation on November 14, 2008. Allocated charges will be applied to administrative cost centers defined in the plan. These costs are associated with the divisional administrative functions. These administrative costs include, but are not limited to: Purchasing, Human Resources, Budget, Contract, Information Technology, Supervisory, and Executive Management functions within the division. In addition, rent for 13 staff offices in the Raleigh office (9.00 FTEs on grant and 4 cost allocated offices are now included in the cost allocated overhead).
Overall Budget	**$23,526,100**	
	$7,700,000	

$0

Name	Beacon Pos. No.	Annual Salaries	FTE %	Adjusted Annual Salaries	Annual Increase 2%	Adjusted Annual Salaries	Longevity %	Longevity $	Total Annual Grant Salaries	Soc. Sec. 7.65%	Retirement (3 Months) 18.86%	Med. Ins. (Annual) $6,104	Total Fringe Benefits	Total Salaries and Fringe Benefits	Retirement (9 Months) 18.55%
Direct Charge to Grant															
Debbie Farb (FP Nurse Consultant)	60093264	$ 80,135	100.00%	$ 80,135	$ 1,603	$ 81,738	1 50%	$ 1,202	$ 82,940	$ 6,345	$ 15,642	$ 6,104	$ 28,091	$ 111,031	$ 11,539
Mary Rodgers (Staff Development Coordinator)	60040985	$ 64,326	100.00%	$ 64,326	$ 1,287	$ 65,613	4 50%	$ 2,895	$ 68,508	$ 5,241	$ 12,921	$ 6,104	$ 24,266	$ 92,774	$ 9,531
Marissa Peters (FP Data Manager)	60040988	$ 64,260	100.00%	$ 64,260	$ 1,285	$ 65,545	0 00%	$ -	$ 65,545	$ 5,014	$ 12,362	$ 6,104	$ 23,480	$ 89,025	$ 9,119
Julie Gooding-Hasty (Program Consultant)	60040987	$ 59,666	100.00%	$ 59,666	$ 1,193	$ 60,859	4 50%	$ 2,685	$ 63,544	$ 4,861	$ 11,984	$ 6,104	$ 22,949	$ 86,493	$ 8,841
Joseph Scott (FP Operations Manager)	60040986	$ 68,369	100.00%	$ 68,369	$ 1,367	$ 69,736	3 25%	$ 2,222	$ 71,958	$ 5,505	$ 13,571	$ 6,104	$ 25,180	$ 97,138	$ 10,011
Amanda Fritts** (Evaluation Consultant)**	60041007	$ 52,261	100.00%	$ 52,261	$ 1,045	$ 53,306	0 00%	$ -	$ 53,306	$ 4,078	$ 10,054	$ 6,104	$ 20,236	$ 73,542	$ 7,416
Giannini* (Nutrition Consultant)**	60040992	$ 67,364	100.00%	$ 67,364	$ 1,347	$ 68,711	1 50%	$ 1,010	$ 69,721	$ 5,334	$ 13,149	$ 6,104	$ 24,587	$ 94,308	$ 9,700
Deborah Hamlin-Aggrey (Program Consultant)	60041056	$ 53,250	100.00%	$ 53,250	$ 1,065	$ 54,315	0 00%	$ -	$ 54,315	$ 4,155	$ 10,244	$ 6,104	$ 20,503	$ 74,818	$ 7,557
Vacant (Program Consultant)	60041003	$ 52,242	100.00%	$ 52,242	$ 1,045	$ 53,287	0 00%	$ -	$ 53,287	$ 4,076	$ 10,050	$ 6,104	$ 20,230	$ 73,517	$ 7,414
Total	**9**	**$ 561,873**	**9.00**	**$ 561,873**	**$ 11,237**	**$ 573,110**		**$ 10,014**	**$ 583,124**	**$ 44,608**	**$ 109,977**	**$ 54,936**	**$ 209,521**	**$ 792,645**	**$ 81,128**
											$ 27,494				
										Total 12 Month Retirement	**$27,494 + $81,128**	**$ 108,622**			
Cost Allocated Staff															
Juanella Tyler** (Program Supervisor)	60040979	$ 58,120	55 56%	$ 32,291	$ 646	$ 32,937	0 00%	$ -	$ 32,937	$ 2,520	$ 6,212	$ 3,391	$ 12,123	$ 45,061	**$ 4,582**
Janet Stoudemire** (Office Assistant)	60040990	$ 31,200	48 98%	$ 15,282	$ 306	$ 15,588	0 00%	$ -	$ 15,588	$ 1,192	$ 2,940	$ 2,990	$ 7,122	$ 22,709	**$ 2,169**
Belinda Pettiford** (Women's Health Branch Head	60040968	$ 91,147	20 99%	$ 19,132	$ 383	$ 19,515	4 50%	$ 861	$ 20,376	$ 1,559	$ 3,843	$ 1,281	$ 6,683	$ 27,059	**$ 2,835**
Kristen Carroll** (FP Unit Manager)	60040984	$ 71,400	48 98%	$ 34,972	$ 699	$ 35,671	1 50%	$ 525	$ 36,196	$ 2,769	$ 6,827	$ 2,990	$ 12,586	$ 48,781	**$ 5,036**
Total	**4**	**$ 251,867**	**1.75**	**$ 101,677**	**$ 2,034**	**$ 103,711**		**$ 1,386**	**$ 105,097**	**$ 8,040**	**$ 19,822**	**$ 10,652**	**$ 38,514**	**$ 143,611**	**$ 14,622**
											$ 4,956				
										Total 12 Month Retirement	**$4,956 + $14,662**	**$ 19,578**			

**** A portion of Kristen Carroll's, the Family Planning Unit Manager, Belinda Pettiford's, the Women's Health Branch Head, Juanella Tyler's, the TPPI Program Supervisor, and Janet Stoudemire's, Office Assistant, salary and fringe benefits are paid through cost allocation**

overhead and are not reflected in the Salary and Fringe Benefits totals. The cost allocation overhead budgeted for FY 19 - 20 is $233,765. **

Effective January 1, 2018, the Salary Limitation is based upon the Executive Level II of the Federal Executive Pay Scale. That amount is $189,600.

*****Budgeting this position at 1 FTE due to potential retirement of staff who currently works .80 FTE.*****

******10% in-range adjustment based on additional job duties.******

Budget Narrative and Justification - April 1, 2020 - March 31, 2021

Personnel - Salary	**594,787**	Funds are for 9.00 FTEs to provide management, oversight and support for Title X activities. **Salary includes a 2% Cost of Living Increase (COLA).**
9.00 FTE	594,787	
Fringe Benefits	**210,768**	This includes 7.65% Social Security, 18.55% retirement, and $6,104 for health insurance for 9.00 FTEs.
Social Security	45,500	
Retirement	110,332	
Health Insurance	54,936	
Travel: In-State	**11,793**	Proposed In-State travel for FY 20 - 21. **Actual sites and dates TBD**. Monitoring visits – ongoing – all staff potentially conducting throughout State - approximately 20 overnights/year. Representation at meetings – ongoing – 9 overnights/year. Teen Pregnancy Prevention Conference – Spring – 5 staff – 1 overnight per staff. Conducting other trainings for Women's Health programs – ongoing across the State – up to 20 overnights/year. NCPHA – various locations – 2 overnights – up to 5 staff. Eastern District Public Health Association Conference – 2 overnights – 3 staff.
Overnight	5,732	Reimbursement for 70 nights x $81.88 ($71.20 State Government Rate x 15% ($10.68)) in-state travel. $81.88/night x 70 nights = $5,731.60 ~ $5,732.
Meal Per Diem	2,681	Reimbursement for 70 days of State per diem meal cost ($8.40 breakfast, $11.00 lunch and $18.90 dinner = $38.30/daily) purchased in state = $2,681.
Ground Transportation	2,180	Mileage reimbursement for state employees for 6,606 miles at $0.33 per mile when state vehicles are unavailable. 6,606 miles x $0.33 = $2,179.98 ~ $2,180.
Miscellaneous in-state travel (Parking and Baggage Tips)	1,200	For airport parking and baggage tips when staff are traveling out-of-state and for parking cost when staff must pay for parking for the purpose of attending Title X/Family Planning related activities. $100/mth x 12 mths = $1,200.
Travel: Out-of-State	**25,100**	Proposed Out-of-State travel for FY 20 - 21. **Actual sites and dates TBD.** Federal Meeting/Conference – 3 staff to D.C. 4 overnights. NFPRHA Conference – Spring – 2 staff to D.C. 3 overnights. NFPRHA Fall meeting – 2 staff – 3 overnights. AMCHP Conference – Winter – 2 staff at least 4 overnights – various locations. Healthy Teen Network Conference – various locations – Fall – 2 staff – 3 overnights. National Sexual Education Conference – New Jersey – 2 staff – 3 overnights – winter. Home Visiting National Conference – D.C. 2 staff – 3 overnights – winter.
Airfare	7,500	Purchase of airline tickets: 15 tickets at $500 each. 15 tickets x $500 per ticket = $7,500.
Overnight	12,500	Reimbursement for 50 nights lodging at $250 (includes tax) each in other states. 50 nights x $250 per night = $12,500.
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Travel: Non state employees	**2,317**	For in/out of state travel by pharmacy & medical consultants - $500 air fare x 2 staff = $1,000 / Per diem meal in-state - $38.30 daily x 2 staff x 2 days = $153.20/ Per diem meal out-of-state - $41.00 daily x 2 staff x 2 days = $164.00/ Overnight Lodging - $250 per night (includes tax) x 2 staff x 2 nights = $1,000. Total - $2,317.20 ~ $2,317.

Equipment	**11,400**	Planned purchases include: ~ 2 laptops computers @ $1,000 each = $2,000 ~ 3 multipurpose machines or printers @ $500 each = $1,500 ~ 3 Smart Phones @ $150 each = $450 ~ 2 desktop computers @ $500 each = $1,000 ~ 2 Flat panel 24" Monitors @ $200 each = $400 ~ 2 Keyboards @ $10 each = $20 ~ 2 Mouse @ $15 each = $30 **TOTAL $ 5,400** ****The inventory, listed above, are projected IT needs of Family Planning staff for Year 2; therefore, are subject to change.**** For purchase of office furniture - **$3,000**. The balance of **$3,000** will be for needed repairs for equipment, as well as maintenance agreements for equipment such as the fax machine. **** All equipment items under $5,000 are considered Supplies.****
Supplies	**32,100**	
Office Supplies	3,600	General office supplies for internal usage, conferences/trainings and **Family Planning Regional Meetings**. $276.92 per 9.00 FTE on grant plus 4 staff (including the Program Director) who are cost allocated. $276.92 each annually x 13 staff = $3,599.96 ~ $3,600.
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Contractual	**22,283,796**	
Aid-to-Counties	22,283,796	**$6,457,696** of the Statewide Family Planning Program's funding will be allocated to local family planning providers. Non federal share of **$15,826,100** is included. These funds encompass Medicaid **($10,553,428),** State Appropriations **($1,038,731),** Patient Fees collected by Local Health Departments **($2,001,511),** Private Insurance Deductibles collected by the Local Health Departments **($1,524,772),** Local Donations **($5,832),** Local Grants **($97,625),** and Other Local Resources **($604,201).** Note: For FY 20 - 21**, 22,283,796** ($6,457,696 + $15,826,100**)** shall be used to provide FP services for an estimated **104,541** patients at a cost of approximately **$213.16** per patient. According to the Guttmacher Institute, the federal and state governments spent $858.3 million on unintended pregnancies in North Carolina in 2010. The total public costs for an unintended pregnancy was $440 per woman aged 15-44. The cost-effectiveness of providing family planning services and preventing unintended pregnancies is high and potentially reduces the cost per woman by 50%.
Other Misc. Costs	**354,039**	
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Telecommunication Data Charges	1,000	Data transmission and shared data charges for home-based and regional staff. $1,000/12 months = $83.33 per month.
Substance Use Stakeholder Meetings	330	Two stakeholder meetings co-sponsored by the NC Women's Health Branch and the NC Division of Mental Health. Lunch ($11.00) for a total of 15 attendees (15 attendees for each meeting) x 2 meetings = $330.
Preconception Health Peer Educators	15,000	Funds will underwrite training of college students as Preconception Peer Educators (PPEs). The training educates PPEs about reproductive life planning and includes a focus on contraception and STI prevention. Once trained, the PPEs will connect students to on campus student health centers and local Title X clinics. The training will target 15 colleges and universities around the state and train at least 150 PPEs. Train 50 students and advisors including travel, overnight accommodations and meals. Breakfast - $8.40 x 50 students and advisors per training x 3 trainings = $1,260 Lunch - $11.00 x 2 days x 50 students and advisors per training x 3 trainings = $3,300 Dinner - $18.90 x 1 day x 50 students and advisors per training x 3 trainings = $2,835 Breaks - $5.00/day x 2 days x 50 students and advisors per training x 3 trainings = $1,500 Meeting space: $500/day x 3 trainings = $1,500 5 rooms (2 students per room) x $71.20/night x 3 trainings = $1,068 250 miles per university (travel to/from training venue) x $.545 x 3 universities x 3 trainings = $1,226.25 $154.05 per university x 15 universities-funds to be used to plan and conduct two on-campus and two community based preconception health outreach and educational activities = $2,310.75 Total - $15,000.
SAS License Renewal	2,000	SAS will be needed for the purpose of evaluating advanced analytics and for managing relevant program data. The program will need to renew its SAS license annually. 2 staff x 2 SAS license = $2,000.

Family Planning Regional Meetings	5,600	Purchase lunch for Local Health Department staff who attend a Family Planning Regional Meeting. 350 attendees x $16 ($11.00 + $5 State lunch + break per diem per attendee) = $5,600.
Postage/Mailing	6,600	Mailings, postage, Fed Ex needed to send out information. $550 monthly x 12 months. $550 monthly x 12 months = $6,600.
Cost Allocated Overhead	233,765	Allocated overhead charges to the grant are justified per the cost allocation plan for the Division of Public Health as approved by the Division of Cost Allocation on November 14, 2008. Allocated charges will be applied to administrative cost centers defined in the plan. These costs are associated with the divisional administrative functions. These administrative costs include, but are not limited to: Purchasing, Human Resources, Budget, Contract, Information Technology, Supervisory, and Executive Management functions within the division. In addition, rent for 13 staff offices in the Raleigh office (9.00 FTEs on grant and 4 cost allocated offices are now included in the cost allocated overhead).
Overall Budget	**$23,526,100**	
	$7,700,000	

$0

Name	Beacon Pos. No.	Annual Salaries	FTE %	Adjusted Annual Salaries	Annual Increase 2%	Adjusted Annual Salaries	Longevity %	Longevity $	Total Annual Grant Salaries	Soc. Sec. 7.65%	Retirement 18.55%	Med. Ins. (Annual) $6,104	Total Fringe Benefits	Total Salaries and Fringe Benefits
Direct Charge to Grant														
Debbie Farb (FP Nurse Consultant)	60093264	$ 81,738	100.00%	$ 81,738	$ 1,635	$ 83,373	1 50%	$ 1,226	$ 84,599	$ 6,472	$ 15,693	$ 6,104	$ 28,269	$ 112,868
Mary Rodgers (Staff Development Coordinator)	60040985	$ 65,613	100.00%	$ 65,613	$ 1,312	$ 66,925	4 50%	$ 2,953	$ 69,878	$ 5,346	$ 12,962	$ 6,104	$ 24,412	$ 94,290
Marissa Peters (FP Data Manager)	60040988	$ 65,545	100.00%	$ 65,545	$ 1,311	$ 66,856	0 00%	$ -	$ 66,856	$ 5,114	$ 12,402	$ 6,104	$ 23,620	$ 90,476
Julie Gooding-Hasty (Program Consultant)	60040987	$ 60,859	100.00%	$ 60,859	$ 1,217	$ 62,076	4 50%	$ 2,739	$ 64,815	$ 4,958	$ 12,023	$ 6,104	$ 23,085	$ 87,900
Joseph Scott (FP Operations Manager)	60040986	$ 69,736	100.00%	$ 69,736	$ 1,395	$ 71,131	3 25%	$ 2,266	$ 73,397	$ 5,615	$ 13,615	$ 6,104	$ 25,334	$ 98,731
Amanda Fritts** (Evaluation Consultant)**	60041007	$ 53,306	100.00%	$ 53,306	$ 1,066	$ 54,372	0 00%	$ -	$ 54,372	$ 4,159	$ 10,086	$ 6,104	$ 20,349	$ 74,721
Corrine Giannini* (Nutrition Consultant)**	60040992	$ 68,711	100.00%	$ 68,711	$ 1,374	$ 70,085	1 50%	$ 1,031	$ 71,116	$ 5,440	$ 13,192	$ 6,104	$ 24,736	$ 95,852
Deborah Hamlin-Aggrey (Program Consultant)	60041056	$ 54,315	100.00%	$ 54,315	$ 1,086	$ 55,401	0 00%	$ -	$ 55,401	$ 4,238	$ 10,277	$ 6,104	$ 20,619	$ 76,020
Vacant (Program Consultant)	60041003	$ 53,287	100.00%	$ 53,287	$ 1,066	$ 54,353	0 00%	$ -	$ 54,353	$ 4,158	$ 10,082	$ 6,104	$ 20,344	$ 74,697
Total	**9**	**$ 573,110**	**9.00**	**$ 573,110**	**$ 11,462**	**$ 584,572**		**$ 10,215**	**$ 594,787**	**$ 45,500**	**$ 110,332**	**$ 54,936**	**$ 210,768**	**$ 805,555**
Cost Allocated														
Juanella Tyler** (Program Supervisor)	60040979	$ 59,282	55.56%	$ 32,937	$ 659	$ 33,596	0 00%	$ -	$ 33,596	$ 2,570	$ 6,232	$ 3,391	$ 12,193	$ 45,790
Janet Stoudemire** (Office Assistant)	60040990	$ 31,824	48.98%	$ 15,587	$ 312	$ 15,899	0 00%	$ -	$ 15,899	$ 1,216	$ 2,949	$ 2,990	$ 7,155	$ 23,054
Belinda Pettiford** (Women's Health Branch Head	60040968	$ 92,970	20.99%	$ 19,514	$ 390	$ 19,904	4 50%	$ 878	$ 20,782	$ 1,590	$ 3,855	$ 1,281	$ 6,726	$ 27,509
Kristen Carroll** (FP Unit Manager)	60040984	$ 72,828	48.98%	$ 35,671	$ 713	$ 36,384	1 50%	$ 535	$ 36,919	$ 2,824	$ 6,849	$ 2,990	$ 12,663	$ 49,582
Total	**4**	**$ 256,904**	**1.75**	**$ 103,710**	**$ 2,074**	**$ 105,784**		**$ 1,413**	**$ 107,197**	**$ 8,200**	**$ 19,885**	**$ 10,652**	**$ 38,737**	**$ 145,934**

**** A portion of Kristen Carroll's, the Family Planning Unit Manager, Belinda Pettiford's, the Women's Health Branch Head, Juanella Tyler's, the TPPI Program Supervisor, and Janet Stoudemire's, Office Assistant, salary and fringe benefits are paid through cost allocation overhead and are not reflected in the Salary and Fringe Benefits totals. The cost allocation overhead budgeted for FY 20 - 21 is $233,765****

Effective January 1, 2018, the Salary Limitation is based upon the Executive Level II of the Federal Executive Pay Scale. That amount is $189,600.

*****Budgeting this position at 1 FTE due to potential retirement of staff who currently works .80 FTE.*****

******10% in-range adjustment based on additional job duties.******

Budget Narrative and Justification - April 1, 2021- March 31, 2022

Personnel - Salary	**604,656**	Funds are for 9.00 FTEs to provide management, oversight and support for Title X activities. **Salary includes a 2% Cost of Living Increase (COLA).**
9.00 FTE	604,656	
Fringe Benefits	**213,358**	This includes 7.65% Social Security, 18.55% retirement, and $6,104 for health insurance for 9.00 FTEs.
Social Security	46,257	
Retirement	112,165	
Health Insurance	54,936	
Travel: In-State	**11,793**	Proposed In-State travel for FY 21 - 22. **Actual sites and dates TBD**. Monitoring visits – ongoing – all staff potentially conducting throughout State - approximately 20 overnights/year. Regional trainings conducted for subrecipients – 5 Regional Trainings per year in the Fall – up to 5 staff attending with approximately 3 overnights per person. Representation at meetings – ongoing – 6 overnights/year. Teen Pregnancy Prevention Conference – Spring – 3 staff – 1 overnight per staff. Conducting other trainings for Women's Health programs – ongoing across the State – up to 14 overnights/year. NCPHA – various locations – 2 overnights – up to 5 staff. Eastern District Public Health Association Conference – 2 overnights – 1 staff.
Overnight	5,732	Reimbursement for 70 nights x $81.88 ($71.20 State Government Rate x 15% ($10.68)) in-state travel. $81.88/night x 70 nights = $5,731.60 ~ $5,732.
Meal Per Diem	2,681	Reimbursement for 70 days of State per diem meal cost ($8.40 breakfast, $11.00 lunch and $18.90 dinner = $38.30/daily) purchased in state = $2,681.
Ground Transportation	2,180	Mileage reimbursement for state employees for 6,606 miles at $0.33 per mile when state vehicles are unavailable. 6,606 miles x $0.33 = $2,179.98 ~ $2,180.
Miscellaneous in-state travel (Parking and Baggage Tips)	1,200	For airport parking and baggage tips when staff are traveling out-of-state and for parking cost when staff must pay for parking for the purpose of attending Title X/Family Planning related activities. $100/mth x 12 mths = $1,200.
Travel: Out-of-State	**25,100**	Proposed Out-of-State travel for FY 21 - 22. **Actual sites and dates TBD**. Federal Meeting/Conference – 3 staff to D.C. 4 overnights. NFPRHA Conference – Spring – 2 staff to D.C. 3 overnights. NFPRHA Fall meeting – 2 staff – 3 overnights. AMCHP Conference – Winter – 2 staff at least 4 overnights – various locations. Healthy Teen Network Conference – various locations – Fall – 2 staff – 3 overnights. National Sexual Education Conference – New Jersey – 2 staff – 3 overnights – winter. Home Visiting National Conference – D.C. 2 staff – 3 overnights – winter.
Airfare	7,500	Purchase of airline tickets: 15 tickets at $500 each. 15 tickets x $500 per ticket = $7,500.
Overnight	12,500	Reimbursement for 50 nights lodging at $250 (includes tax) each in other states. 50 nights x $250 per night = $12,500.
Meals Per Diem	2,050	Reimbursement for 50 days of State per diem meal costs ($8.40 breakfast, $11.00 lunch and $21.60 dinner = $41.00/daily) out of state. $41/per day x 50 days = $2,050.
Ground Transportation	2,000	Reimbursement for 20 purchases of transportation (cab, shuttle, rail system, rental car, etc.) at $100 R/T each from airports to hotels and vice versa. 20 R/T x $100/per R/T = $2,000.
Miscellaneous out-of-state travel (Baggage and Baggage Tips)	1,050	Reimbursement for 15 round trip, out-of-state trips. 15 R/T x $70/per R/T = $1,050.
Travel: Non state employees	**2,317**	For in/out of state travel by pharmacy & medical consultants - $500 air fare x 2 staff = $1,000 / Per diem meal in-state - $38.30 daily x 2 staff x 2 days = $153.20/ Per diem meal out-of-state - $41.00 daily x 2 staff x 2 days = $164.00/ Overnight Lodging - $250 per night (includes tax) x 2 staff x 2 nights = $1,000. Total - $2,317.20 ~ $2,317.

Equipment	**11,400**	Planned purchases include: ~ 2 laptops computers @ $1,000 each = $2,000 ~ 3 multipurpose machines or printers @ $500 each = $1,500 ~ 3 Smart Phones @ $150 each = $450 ~ 2 desktop computers @ $500 each = $1,000 ~ 2 Flat panel 24" Monitors @ $200 each = $400 ~ 2 Keyboards @ $10 each = $20 ~ 2 Mouse @ $15 each = $30 **TOTAL $ 5,400** ****The inventory, listed above, are projected IT needs of Family Planning staff for Year 3; therefore, are subject to change.**** For purchase of office furniture - **$3,000**. The balance of **$3,000** will be for needed repairs for equipment, as well as maintenance agreements for equipment such as the fax machine. **** All equipment items under $5,000 are considered Supplies.****
Supplies	**31,600**	
Office Supplies	3,600	General office supplies for internal usage and for conferences/trainings. $276.92 per 9.00 FTE on grant plus 4 staff (including the Program Director) who are cost allocated. $276.92 each annually x 13 staff = $3,599.96 ~ $3,600.
Data Processing Supplies	3,600	Toner/printer cartridges for shared copier and office printers. $300/mth x 12 mths = $3,600.
Incentives/Promotional Items	15,000	Items such as flash drives, day planners, water bottles, etc. will be distributed to attendees of conferences, workshops, trainings, etc. Actual items TBD - 3,000 items x $5.00 (average cost of each item) = $15,000.
Educational Supplies	7,000	Funds will be used to purchase educational supplies and learning resources related to Family Planning for distribution to providers. Examples included: poster, brochures, fact sheets, etc. 7,000 x $1.00 (average cost per item) = $7,000.
Gasoline	2,400	Staff are reimbursed for gas expenditures when rental cars are utilized. $200 per month x 12 months = $2,400.
Contractual	**22,274,511**	
Aid-to-Counties	22,274,511	**$6,448,411** of the Statewide Family Planning Program's funding will be allocated to local family planning providers. Non federal share of **$15,826,100** is included. These funds encompass Medicaid **($10,553,428),** State Appropriations **($1,038,731),** Patient Fees collected by Local Health Departments **($2,001,511),** Private Insurance Deductibles collected by the Local Health Departments **($1,524,772),** Local Donations **($5,832),** Local Grants **($97,625),** and Other Local Resources **($604,201).** Note: For FY 21 - 22**, $22,274,511** ($6,448,411 + $15,826,100) shall be used to provide FP services for an estimated **105,586** patients at a cost of approximately **$210.96** per patient. According to the Guttmacher Institute, the federal and state governments spent $858.3 million on unintended pregnancies in North Carolina in 2010. The total public costs for an unintended pregnancy was $440 per woman aged 15-44. The cost-effectiveness of providing family planning services and preventing unintended pregnancies is high and potentially reduces the cost per woman by 50%.
Other Misc. Costs	**351,365**	
Adobe Connect Subscription	15,000	An annual Adobe Connect subscription is used to host webinars and trainings for local service providers and home-based staff. $15,000 annually x 1 year = $15,000.

Women's Health Branch Medical Consultant	27,000	Salary for a Family Planning Medical Consultant (Dually Employed with UNC-Chapel Hill) for medical consultation associated with Family Planning; cost includes liability insurance. $69.54 per hour x 6.50 hrs weekly x 52 weeks = $23,504.52. FICA $23,504.52 x 7.65% = $1,798.09. Liability Insurance - $3,394.98 annually x .50 = $1,697.49 (Family Planning portion) = $27,000.10 ~ $27,000.
Translation Services	1,500	Family Planning program materials are translated from English to Spanish through a translation service. ($1,500/12 months = $125 monthly).
Rental Car Usage	2,400	Enterprise Rental Car is utilized when State-owned vehicles are unavailable to staff. $200 per month x 12 months = $2,400.
State Car Usage	6,000	Covers 15,500 miles traveled in the state using state-owned/contracted vehicles x $0.36 per mile (on average mileage rate for State-owned vehicles) per mile for 12 months plus monthly $35 charge using a state-owned vehicle. 15,500 miles x $0.36 per mile = $5,580. $35 per month x 12 months = $420. Total - $6,000.
Printing	5,000	Printing of Agreement Addendas and Family Planning outreach materials that are disseminated to local services providers. Program-related materials are also printed for distribution at workshops, trainings and conferences. 5,000 items x $1.00 per item = $5,000.
Subscriptions, registration, etc.	12,000	Subscriptions/Memberships **(Includes National Family Planning and Reproductive Health Association dues - $3,000)** ($5,000), registration fees to attend classes, trainings, workshops, etc. ($6,000), learning resources ($1,000). $12,000/12 months = $1,000.00 per month.
Survey Monkey Annual Renewal	1,188	An annual subscription to Survey Monkey will be used to gather, store, and process data received from surveys conducted by program staff. $1,188 annual renewal x 1 renewal = $1,188.
Textbooks	5,000	The supplies and training materials to support effective and efficient training of the Family Planning staff and sub-awardees. 100 x $50.00 per item =$5,000.
Rent/staff offices, other facilities for conference/storage of materials	2,500	Conference facilities ($1,250/12 months = $104.17 per month) and warehouse space for educational materials ($1,250/12 months = $104.17 per month).
Telephone	4,992	Landline telephones for 9.00 FTE on grant plus 4 staff (including the Program Director) who are cost allocated. Office phone based on $32.00 monthly flat rate for one phone. $32.00/mthly x 13.00 staff x 12 months = $4,992.
Cellular Phone	7,920	Cellular telephone charges for 9.00 FTE plus 3 staff (including Program Director) who are cost allocated. Cellular phone based on $55.00 monthly rate for 12.00 FTE. $55.00 monthly x 12.00 staff x 12 months = $7,920.
Telecommunication Data Charges	1,000	Data transmission and shared data charges for home-based and regional staff. $1,000/12 months = $83.33 per month.
Substance Use Trainings and Stakeholders Meeting	2,500	Two trainings co-sponsored by the NC Women's Health Branch and the NC Division of Mental Health. Lunch and Break ($11.00 + 5.00 = $16.00) for a total of 30 attendees (30 attendees for each training) x 2 trainings = $960. Meeting space - $550 per training x 2 trainings = $1,100. Two stakeholder meetings co-sponsored by the NC Women's Health Branch and the NC Division of Mental Health. Lunch ($11.00) for a total of 20 attendees (20 attendees for each meeting) x 2 meetings = $440.

Preconception Health Peer Educators	15,000	Funds will underwrite training of college students as Preconception Peer Educators (PPEs). The training educates PPEs about reproductive life planning and includes a focus on contraception and STI prevention. Once trained, the PPEs will connect students to on campus student health centers and local Title X clinics. The training will target 15 colleges and universities around the state and train at least 150 PPEs. Train 50 students and advisors including travel, overnight accommodations and meals. Breakfast - $8.40 x 50 students and advisors per training x 3 trainings = $1,260 Lunch - $11.00 x 2 days x 50 students and advisors per training x 3 trainings = $3,300 Dinner - $18.90 x 1 day x 50 students and advisors per training x 3 trainings = $2,835 Breaks - $5.00/day x 2 days x 50 students and advisors per training x 3 trainings = $1,500 Meeting space: $500/day x 3 trainings = $1,500 5 rooms (2 students per room) x $71.20/night x 3 trainings = $1,068 250 miles per university (travel to/from training venue) x $.545 x 3 universities x 3 trainings = $1,226.25 $154.05 per university x 15 universities-funds to be used to plan and conduct two on-campus and two community based preconception health outreach and educational activities = $2,310.75 Total - $15,000.
SAS License Renewal	2,000	SAS will be needed for the purpose of evaluating advanced analytics and for managing relevant program data. The program will need to renew its SAS license annually. 2 staff x 2 SAS license = $2,000.
Postage/Mailing	6,600	Mailings, postage, Fed Ex needed to send out information. $550 monthly x 12 months. $550 monthly x 12 months = $6,600.
Cost Allocated Overhead	233,765	Allocated overhead charges to the grant are justified per the cost allocation plan for the Division of Public Health as approved by the Division of Cost Allocation on November 14, 2008. Allocated charges will be applied to administrative cost centers defined in the plan. These costs are associated with the divisional administrative functions. These administrative costs include, but are not limited to: Purchasing, Human Resources, Budget, Contract, Information Technology, Supervisory, and Executive Management functions within the division. In addition, rent for 13 staff offices in the Raleigh office (9.00 FTEs on grant and 4 cost allocated offices are now included in the cost allocated overhead).
Overall Budget	**$23,526,100**	
	$7,700,000	

$0

Name	Beacon Pos. No.	Annual Salaries	FTE %	Adjusted Annual Salaries	Annual Increase 2%	Adjusted Annual Salaries	Longevity %	Longevity $	Total Annual Grant Salaries	Soc. Sec. 7.65%	Retirement 18.55%	Med. Ins. (Annual) $6,104	Total Fringe Benefits	Total Salaries and Fringe Benefits
Direct Charge to Grant														
Debbie Farb (FP Nurse Consultant)	60093264	$ 83,373	100%	$ 83,373	$ 1,667	$ 85,040	0.00%	$ -	$ 85,040	$ 6,506	$ 15,775	$ 6,104	$ 28,385	$ 113,425
Mary Rodgers (Staff Development Coordinator)	60040985	$ 66,925	100%	$ 66,925	$ 1,339	$ 68,264	4.50%	$ 3,012	$ 71,276	$ 5,453	$ 13,222	$ 6,104	$ 24,779	$ 96,055
Marissa Peters (FP Data Manager)	60040988	$ 66,856	100%	$ 66,856	$ 1,337	$ 68,193	0.00%	$ -	$ 68,193	$ 5,217	$ 12,650	$ 6,104	$ 23,971	$ 92,164
Julie Gooding-Hasty (Program Consultant)	60040987	$ 62,076	100%	$ 62,076	$ 1,242	$ 63,318	3.25%	$ 2,017	$ 65,335	$ 4,998	$ 12,120	$ 6,104	$ 23,222	$ 88,557
Joseph Scott (FP Operations Manager)	60040986	$ 71,131	100%	$ 71,131	$ 1,423	$ 72,554	3.25%	$ 2,312	$ 74,866	$ 5,727	$ 13,888	$ 6,104	$ 25,719	$ 100,585
Amanda Fritts** (Evaluation Consultant)**	60041007	$ 54,372	100%	$ 54,372	$ 1,087	$ 55,459	0.00%	$ -	$ 55,459	$ 4,243	$ 10,288	$ 6,104	$ 20,635	$ 76,094
Corrine Giannini* (Nutrition Consultant)**	60040992	$ 70,085	100%	$ 70,085	$ 1,402	$ 71,487	1.50%	$ 1,051	$ 72,538	$ 5,549	$ 13,456	$ 6,104	$ 25,109	$ 97,647
Deborah Hamlin-Aggrey (Program Consultant)	60041056	$ 55,401	100%	$ 55,401	$ 1,108	$ 56,509	0.00%	$ -	$ 56,509	$ 4,323	$ 10,482	$ 6,104	$ 20,909	$ 77,418
Vacant (Program Consultant)	60041003	$ 54,353	100%	$ 54,353	$ 1,087	$ 55,440	0.00%	$ -	$ 55,440	$ 4,241	$ 10,284	$ 6,104	$ 20,629	$ 76,069
Total	**9**	**$ 584,572**	**9.00**	**$ 584,572**	**$ 11,692**	**$ 596,264**		**$ 8,392**	**$ 604,656**	**$ 46,257**	**$ 112,165**	**$ 54,936**	**$ 213,358**	**$ 818,014**
Cost Allocated														
Juanella Tyler** (Program Supervisor)	60040979	$ 60,468	55.56%	$ 33,596	$ 672	$ 34,268	0.00%	$ -	$ 34,268	$ 2,621	$ 6,357	$ 3,391	$ 12,369	$ 46,637
Janet Stoudemire** (Office Assistant)	60040990	$ 32,460	48.98%	$ 15,899	$ 318	$ 16,217	0.00%	$ -	$ 16,217	$ 1,241	$ 3,008	$ 2,990	$ 7,239	$ 23,456
Belinda Pettiford** (Women's Health Branch Head	60040968	$ 94,829	20.99%	$ 19,905	$ 398	$ 20,303	4.50%	$ 896	$ 21,199	$ 1,622	$ 3,932	$ 1,281	$ 6,835	$ 28,034
Kristen Carroll** (FP Unit Manager)	60040984	$ 74,285	48.98%	$ 36,385	$ 728	$ 37,113	1.50%	$ 546	$ 37,659	$ 2,881	$ 6,986	$ 2,990	$ 12,857	$ 50,515
Total	**4**	**$ 262,042**	**1.75**	**$ 105,784**	**$ 2,116**	**$ 107,900**		**$ 1,442**	**$ 109,342**	**$ 8,365**	**$ 20,283**	**$ 10,652**	**$ 39,300**	**$ 148,642**

**** A portion of Kristen Carroll's, the Family Planning Unit Manager, Belinda Pettiford's, the Women's Health Branch Head, Juanella Tyler's, the TPPI Program Supervisor, and Janet Stoudemire's, Office Assistant, salary and fringe benefits are paid through cost allocation overhead and are not reflected in the Salary and Fringe Benefits totals. The cost allocation overhead budgeted for FY 20 - 21 is $233,765. ****

Effective January 1, 2018, the Salary Limitation is based upon the Executive Level II of the

Federal Executive Pay Scale. That amount is $189,600.

*****Budgeting this position at 1 FTE due to potential retirement of staff who currently works .80 FTE.*****

******10% in-range adjustment based on additional job duties.******

DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Portfolio
Cost Allocation Services

90 7th Street, Suite 4-600
San Francisco, CA 94103-6705
PHONE: (415) 437-7820
FAX: (415) 437-7823
EMAIL: CAS-SF@psc.hhs.gov

June 4, 2018

Ms. Laketha M. Miller, Controller
Office of the Controller
North Carolina Department of Health and Human Services
2019 Mail Service Center
Raleigh, NC 27699-2019

Dear Ms. Miller:

This letter provides approval of the North Carolina Department of Health and Human Services Cost Allocation Plan Amendment 2017-3, which was transmitted by letter dated February 10, 2017. This amendment, which was submitted in accordance with 45 CFR 95, Subpart E, is effective January 1, 2017.

Acceptance of the actual costs in accordance with the approved Plan is subject to the following conditions:

1. The information contained in the Plan and provided by the State in connection with our review of the Plan is complete and accurate in all material respects.

2. The actual costs claimed by the State are allowable under prevailing cost principles, program regulations and law.

3. The claims conform with the administrative and statutory limitations against which they are made.

This approval relates only to the methods of identifying and allocating costs to programs, and nothing contained herein should be construed as approving activities not otherwise authorized by approved program plans or Federal legislation and regulations.

Implementation of the approved cost allocation plan may subsequently be reviewed by authorized Federal staff. The disclosure of inequities during reviews may require changes to the Plan.

If you have any questions concerning the contents of this letter, please contact Jill Wilson of my staff at 301/492/4881. Please submit your next proposed Plan amendment electronically via email to CAS-SF@psc.hhs.gov.

Sincerely,

Arif Karim, Director
Cost Allocation Services

cc: Cheryl Pressley, ACF
Yelitza Sanchez-Garrido, SSA
Jackie Glaze, CMS
Wanda Hall, ORR
Francisco Lebron, FNS
David Steele, DoEd

CONTRACTUAL COSTS - Local Revenue
GRANT PERIOD: April 1, 2019 - March 31, 2020

12/11/2018

COUNTY	TITLE X	MEDICAID	STATE	Patient Fees	Private Insurance	Donations	Non-State Grants	Other	TOTAL
ALAMANCE	$107,487	$664,916	$17,532	$21,204	$49,137	$0	$0	$0	$860,277
ALBEMARLE REG	$286,561	$400,227	$46,733	$38,070	$56,455	$0	$0	$545	$828,590
ALEXANDER	$41,274	$26,045	$6,731	$7,553	$8,088	$0	$0	$0	$89,692
ANSON	$40,688	$70,295	$6,636	$1,354	$27,945	$0	$0	$0	$146,918
APPALACHIAN	$130,359	$56,636	$21,260	$6,741	$66,749	$0	$30,950	$24	$312,719
BEAUFORT	$47,095	$95,059	$7,681	$8,484	$25,784	$0	$0	$0	$184,102
BLADEN	$43,474	$30,291	$7,088	$3,059	$12,415	$25	$0	$0	$96,352
BRUNSWICK	$60,986	$82,951	$9,947	$21,601	$32,964	$0	$0	$1,463	$209,911
BUNCOMBE	$80,232	$625,132	$13,086	$29,439	$32,563	$0	$0	$0	$780,452
BURKE	$60,693	$58,018	$9,899	$16,071	$0	$0	$0	$97,990	$242,670
CABARRUS	$87,060	$159,638	$14,200	$36,785	$40,137	$0	$0	$1,242	$339,063
CALDWELL	$63,050	$89,105	$10,283	$11,602	$41,464	$0	$0	$152,327	$367,832
CARTERET	$147,202	$35,763	$24,010	$17,673	$7,749	$0	$0	$0	$232,398
CASWELL	$36,098	$45,598	$5,887	$1,949	$618	$0	$0	$0	$90,149
CATAWBA	$89,894	$135,402	$14,662	$63,543	$0	$0	$8,000	$0	$311,501
CHATHAM	$48,733	$25,727	$7,948	$11,550	$20,722	$0	$0	$0	$114,681
CHEROKEE	$35,036	$8,303	$5,714	$6,126	$19,601	$0	$0	$0	$74,781
CLAY	$29,080	$11,796	$4,742	$656	$8,611	$0	$0	$0	$54,885
CLEVELAND	$78,327	$125,283	$12,775	$17,208	$56,566	$0	$0	$348	$290,507
COLUMBUS	$49,194	$47,005	$8,023	$30,056	$0	$0	$0	$0	$134,279
CRAVEN	$86,462	$451,504	$14,102	$21,935	$65,356	$0	$0	$936	$640,296
CUMBERLAND	$185,045	$290,701	$30,183	$4,832	$62,817	$0	$0	$0	$573,579
DARE	$36,154	$45,624	$5,896	$80,689	$0	$0	$25,000	$0	$193,363
DAVIDSON	$79,098	$63,075	$12,901	$28,759	$0	$0	$0	$0	$183,833
DAVIE	$39,077	$48,035	$6,373	$12,640	$5,386	$0	$0	$0	$111,512
DUPLIN	$60,242	$78,451	$9,825	$14,257	$15,984	$0	$0	$0	$178,759
DURHAM	$97,733	$380,437	$15,941	$33,702	$0	$0	$0	$0	$527,813
EDGECOMBE	$60,454	$244,618	$9,860	$12,031	$18,355	$0	$0	$23	$345,341
FORSYTH	$97,249	$308,837	$15,862	$30,379	$0	$0	$0	$0	$452,328
FRANKLIN	$49,366	$106,458	$8,051	$7,016	$15,245	$0	$0	$0	$186,135
GASTON	$138,010	$322,605	$22,511	$9,314	$116,353	$0	$0	$0	$608,793
GRAHAM	$29,131	$10,808	$4,751	$2,097	$0	$0	$0	$0	$46,786
GRAN-VANCE	$90,976	$53,654	$14,837	$22,034	$25,789	$0	$19,278	$0	$226,568
GREENE	$37,624	$35,382	$6,136	$7,439	$20,677	$0	$0	$2,006	$109,264
GUILFORD	$178,166	$479,915	$29,061	$62,808	$63,772	$0	$3,250	$32,415	$849,386
HALIFAX	$62,790	$84,634	$10,241	$6,926	$21,699	$0	$0	$0	$186,291
HARNETT	$71,101	$74,323	$11,597	$19,494	$19,182	$0	$0	$0	$195,697
HAYWOOD	$50,331	$58,465	$8,209	$119,737	$12,322	$0	$0	$2,790	$251,853
HENDERSON	$59,277	$57,641	$9,668	$12,176	$26,493	$0	$0	$0	$165,254
HOKE	$49,706	$36,559	$8,107	$8,159	$5,017	$0	$0	$0	$107,547
HYDE	$28,540	$8,520	$4,654	$940	$3,173	$0	$0	$0	$45,828
IREDELL	$78,213	$47,094	$12,757	$79,914	$2,621	$0	$0	$0	$220,599
JACKSON	$50,389	$3,564	$8,218	$2,705	$7,463	$0	$0	$0	$72,339
JOHNSTON	$83,139	$163,404	$13,560	$39,228	$5,986	$0	$0	$2,000	$307,317
JONES	$29,644	$8,062	$4,834	$19	$42	$0	$0	$0	$42,602
LEE	$47,228	$72,690	$7,703	$14,231	$0	$0	$0	$0	$141,852
LENOIR	$54,248	$30,288	$8,847	$5,854	$0	$0	$0	$0	$99,237
LINCOLN	$48,797	$72,321	$7,958	$9,853	$10,123	$0	$0	$479	$149,531

COUNTY	TITLE X	MEDICAID	STATE	Patient Fees	Private Insurance	Donations	Non-State Grants	Other	TOTAL
MACON	$36,674	$9,455	$5,981	$11,190	$6,756	$0	$0	$0	$70,056
MADISON	$34,850	$12,999	$5,683	$3,923	$4,954	$0	$0	$0	$62,409
MAR-TYR-WASH	$105,397	$98,028	$17,188	$17,369	$55,982	$0	$0	$713	$294,677
MECKLENBURG	$359,489	$297,426	$58,639	$78,095	$3,517	$5,567	$0	$97	$802,829
MONTGOMERY	$38,329	$60,666	$6,251	$8,434	$15,955	$0	$0	$0	$129,635
MOORE	$56,080	$176,050	$9,146	$18,826	$0	$0	$0	$0	$260,102
NASH	$74,934	$724,473	$12,222	$21,806	$53,311	$0	$0	$0	$886,746
NEW HANOVER	$71,496	$62,378	$11,661	$33,814	$28,073	$0	$0	$281	$207,704
NORTHAMPTON	$37,035	$15,293	$6,040	$4,566	$0	$0	$0	$0	$62,933
ONSLOW	$117,861	$203,770	$19,224	$27,465	$44,308	$0	$0	$0	$412,628
ORANGE	$98,844	$78,421	$16,122	$17,317	$28,498	$0	$0	$30,000	$269,201
PAMLICO	$30,602	$63,368	$4,990	$1,034	$42	$0	$0	$0	$100,037
PENDER	$47,555	$28,702	$7,756	$344	$3,096	$0	$0	$0	$87,453
PERSON	$43,184	$79,846	$7,043	$11,816	$0	$0	$0	$0	$141,889
PITT	$126,631	$147,018	$20,655	$43,095	$0	$0	$0	$81,029	$418,428
R-P-M	$82,781	$112,977	$13,502	$47,815	$21	$0	$0	$30	$257,126
RANDOLPH	$44,050	$48,230	$7,184	$4,817	$12,408	$0	$0	$127,232	$243,922
RICHMOND	$101,900	$86,776	$16,620	$13,432	$30,406	$0	$0	$0	$249,135
ROBESON	$57,286	$61,594	$9,343	$12,931	$5,677	$161	$0	$0	$146,991
ROCKINGHAM	$84,686	$100,561	$13,813	$10,423	$3,480	$0	$0	$181	$213,145
ROWAN	$127,856	$55,808	$20,852	$11,933	$0	$0	$0	$0	$216,450
SAMPSON	$56,831	$100,407	$9,269	$19,637	$24,708	$40	$0	$338	$211,230
SCOTLAND	$43,897	$16,765	$7,159	$4,929	$1,881	$40	$0	$0	$74,670
STANLY	$46,281	$63,221	$7,548	$17,307	$0	$0	$0	$0	$134,357
STOKES	$44,049	$50,036	$7,182	$8,319	$10,495	$0	$1,147	$0	$121,229
SURRY	$51,095	$54,863	$8,333	$17,370	$23,819	$0	$0	$768	$156,248
SWAIN	$34,109	$4,172	$5,563	$2,275	$0	$0	$0	$0	$46,119
TOE RIVER	$98,027	$26,369	$15,986	$5,949	$24,907	$0	$0	$0	$171,238
TRANSYLVANIA	$35,841	$24,116	$5,845	$5,079	$0	$0	$0	$0	$70,881
UNION	$86,176	$51,079	$14,056	$71,582	$33,793	$0	$0	$0	$256,685
WAKE	$275,042	$819,941	$44,863	$329,340	$17,530	$0	$0	$68,944	$1,555,660
WARREN	$36,078	$16,590	$5,884	$3,080	$32,083	$0	$0	$0	$93,715
WAYNE	$89,342	$256,970	$14,572	$42,547	$26,361	$0	$0	$0	$429,794
WILKES	$47,228	$57,583	$7,703	$17,323	$0	$0	$0	$0	$129,837
WILSON	$68,405	$49,772	$11,157	$24,184	$0	$0	$10,000	$0	$163,518
YADKIN	$38,107	$6,843	$6,215	$12,251	$1,286	$0	$0	$0	$64,702
TOTALS	**$6,368,741**	**$10,553,428**	**$1,038,731**	**$2,001,511**	**$1,524,772**	**$5,832**	**$97,625**	**$604,201**	**$22,194,841**
PERFORMANCE-BASED FUNDING									**$0**
TOTAL NC:	**$6,368,741**	**$10,553,428**	**$1,038,731**	**$2,001,511**	**$1,524,772**	**$5,832**	**$97,625**	**$604,201**	**$22,194,841**

Non-federal share ($22,194,841) - $6,368,741 (federal award) $15,826,100

****Local Services Providers are surveyed twice annually, in January and July, and report to the NC Family Planning and Reproductive Health Program, income generated at the local level. The various categories Local Services Providers generate income are as follows: Medicaid, Patient Fees, Private Insurance, Donations, Non-State Associated Grants, and Other/Miscellaneous. This income is calculated over the course of a calendar year and is used to meet North Carolina's non-federal share cost sharing requirement. Additionally, State Appropriations, in the amount of $1,038,731, are awarded annually by the NC General Assembly, and are allocated to our Local Services Providers to purchase any FDA-approved, reversible contraceptive method. These funds are also used to meet our non-federal share cost sharing requirement.****

Plan for Oversight of Federal Award Funds

How your organization will provide oversight of federal funds (including a plan to monitor subrecipients' compliance with Title X statute, regulations, and legislative mandates) and how award activities and partner(s) will adhere to applicable federal award and programmatic regulations? Include identification of risks specific to your project as proposed and how your oversight plan addresses these risks.

Fiscal oversight will be shared by multiple entities and staff within the NC Division of Public Health but, will be the primary task of the Family Planning and Reproduction Health Operations Manager. The Operations Manager will work closely with Project Director, program staff, program management, and other entities such as the Budget Office, Human Resources, and Contracts Office etc., to ensure funding is budgeted to support all activities and initiatives included in the work plan; which is based on directives and requirements outlined in the Title X Funding Opportunity Announcement. Upon receiving awarded funding, the Operations Manager will review with program staff and program management the allocation of funds, within the various categories, ascertain any needed revisions, and budget funds in applicable accounts. The Operations Manager will then meet with our assigned Budget Officer to prepare a budget revision that will budget all funding in appropriate accounts. Monthly meetings with program management and the Budget Officer will ensue, identifying current spending patterns and addressing areas of need. If necessary, funds will be realigned to reconcile any funding needs that may occur. Daily fiscal oversight will be done by the Operations Manager and the Budget Officer to ensure program staff are able to perform the daily functionalities of their positions, and if needed, discussion and/or meetings will be scheduled to resolve any issues that may transpire. Accumulated expenditures will be reconciled by the Operations Manager and Budget Officer on a monthly basis to ensure an accurate accounting of expended funds and to ensure the program is on task to expend all awarded funding. Additionally, a mid-year budget analysis, highlighting spending rates, will be conducted by the Budget Officer and Operations Manager and shared

with program management. Forecasting spending rates, for the remainder of the fiscal year, will be conducted at this time and if needed, a budget realignment will be proposed to ensure any excess funding is realigned to areas of need.

From a programmatic perspective, Women's Health Branch Regional Nurse Consultants will undertake the responsibility of monitoring local service providers to ensure each agency is adhering to Title X guidelines and mandates. Each Nurse Consultant is assigned a region of the state and will provide monitoring and technical assistance to approximately 18 agencies each. The Women's Health Branch monitors each subrecipient every three years. These visits provide assurance of compliance with the Title X Program Guidelines, state reporting laws, and adherence to the Agreement Addendum (see appendices) with the Division of Public Health. These monitoring visits involve policy reviews, record reviews, clinic visit observations, and facility tours. The monitoring tool that is utilized for each review is based off the Federal Title X monitoring tool, tailored for application to subrecipients and service sites. The tool also includes a section pertaining to evidence of compliance with Federal and State program requirements. This evidence is reviewed and/or gathered during the policy review and during the facility tour and clinic visit observations. (see appendices). Subrecipients must complete a self-assessment (through chart and policy reviews) prior to the scheduled site visit during which time they formulate: a) a list of any out-of-compliance issues; b) a list of specific issues, concerns or explanations pertaining to these issues; and c) a corrective action plan that details how each item will be addressed, what

corrective actions will be implemented and by when, and how the agency will ensure the out-of-compliance issues will not continue to occur. These results are reviewed by a State Regional Nurse Consultant and corroborated with her individual findings when reviewing the policies,

procedures and client records. Issues found out of compliance result in a Corrective Action Plan that is written by the subrecipient agency, reviewed and approved by a Regional Nurse Consultant and the Title X Director. The Title X Director determines whether the subrecipient agency is allowed to be reviewed in three years or will require a more frequent monitoring visit to assist in the compliance of Title X and other state and federal requirements. The State Regional Nurse Consultants provide technical assistance to all the subrecipient agencies and are in contact with each of the sites throughout the year. This monitoring system ensures adequate and timely follow up and oversight to all the subrecipients in the state. A Family Planning Nurse Consultant is housed in the central office and assists the Nurse Consultants with any policy clarifications that need to be addressed. Bi-weekly conference calls are conducted and include the Regional Nurse Consultants, the Family Planning Nurse Consultant, and the Family Planning and Reproductive Health Unit Manager. During these calls, policy clarifications are discussed and determinations are made as to what instructions will be relayed to local service providers. In addition, programmatic troubleshooting is conducted and resolutions to potential issues are discussed and a course of action is decided upon. When resolutions to issues or policy clarifications are finalized, each local service provider is made aware of these findings via a Listserv that includes pertinent local staff.

From a fiscal perspective, NC Division of Public Health Administrative Consultants will undertake the responsibility of monitoring local service providers to ensure each agency is adhering to Title X fiscal guidelines and mandates. All expenditures generated at the local level are reviewed and reconciled by the Administrative Consultants. Any discrepancies or breaches in fiscal policy are shared with the Regional Nurse Consultants so that a resolution to the issue can be obtained. Ongoing issues that have occurred within multiple agencies are discussed during

the bi-weekly conference calls and includes input from the Administrative Consultants, the Regional Nurse Consultants, the Family Planning Nurse Consultant, and the Family Planning and Reproduction Health Operations Manager. A resolution to the issues is decided upon and if needed, feedback from the Administrative Consultant's Manager and the Women's Health Branch Head is solicited to assist with rectifying these issues. When resolutions to issues or policy clarifications are finalized, each local service provider is made aware of these findings via a Listserv that includes pertinent local staff.

Potential risks have been identified that may impact the local subrecipients and providing Title X services to the public. One potential risk is staff turnover within local subrecipient clinics. The local clinics frequently have nurses and/or medical providers transitioning positions. The oversight plan addresses this by assuring continuity in program management through the Women's Health Branch orientation offered for new local subrecipient staff, as well as mandating the Title X orientation program and providing technical assistance upon request to support new local staff in their roles within the Title X program. Ongoing communication between the Regional Nurse Consultants and the Administrative Consultants also assists with ensuring the messaging is consistent from the State office to all local providers. Another potential risk is severe weather that may impact certain communities. North Carolina is located along the coast and, at times, is located in the path of a hurricane. All of the local health departments have contingency plans in place for inclement weather and how to address the needs of the community when an emergency arises. These plans are reviewed and updated, annually, and monitoring during reviews by the State. The goal is to ensure safety for the citizens in that community and to offer services as soon as possible and safe to do so for staff and the community.

The organizational systems that demonstrate effective control over and accountability for federal funds and program income, compare outlays with budget amounts, and provide accounting records supported by source documentation.

Internally, the Family Planning and Reproduction Health Operations Manager and Budget Officer are tasked with recording authorized budgets, budget realignments, and expenditures on a shared spreadsheet. Since the State of NC does not have a real-time fiscal apparatus, spreadsheets are used by Operations Managers and Budget Officers in order to have an actual accounting of all budgeted funds and accumulated expenditures. These spreadsheets are updated and reconciled constantly to ensure program staff and program management are apprised of available funding. If discrepancies exist, the Family Planning and Reproduction Health Operations Manager and Budget Officer work together to resolve those issues. Externally, North Carolina Office of State Budget and Management (OSBM), through the North Carolina Accounting System (NCAS), generates fiscal reports (XTND) used by Operations Managers and Budget Officers to reconcile expenditures and substantiate available funding balances. These reports include current expenditures, quarterly expenditures, to date expenditures, funding balances, credits, encumbrances, and unencumbered funds. These reports are matched with spreadsheets housed internally, to reconcile program expenditures and funding balances. Any inconsistencies can be readily identified and resolved by the Family Planning and Reproduction Health Operations Manager and Budget Officer. Additionally, NCAS is used to track E-procurement purchases, contractor funding, expenditure payments, encumbrances, available funding balances, receipt of check payments for expenditures, etc. Since the fiscal reports we access interfaces with NCAS, we are afforded the most current fiscal information available. This access allows us to diligently service the fiscal needs of our program staff, contractors, and

vendors providing them an accurate accounting of available funding balances, invoice submissions and expenditure payments, encumbrances, etc.

The Women's Health Branch uses Agreement Addendums as a contractual mechanism to officially allocate funding to local service providers. The funds are housed and accessed via the Aid-to County database. This database is used by local service providers to submit a monthly financial report requesting payment for services rendered the previous month. Payments are made monthly on a designated payment date. While requesting reimbursement for services rendered, local services providers can also enter any program income accumulated at the local level. The Aid-to County database interfaces with XTND so Operations Managers and Budget Officers are able to accurately account for all expenditures or credits generated at the local level. In addition, the database is real-time, so you can access the database at any time and retrieve an exact accounting of all expenditures and available funding balances for any or all local service providers.

To ensure local service providers are reporting program income, the Family Planning and Reproductive Health Unit Operations Manager initiates a bi-annual survey requesting the reporting of all program income generated at the local level. These surveys are submitted in January and July of each year. The surveys are compiled and used to calculate the non-federal cost sharing required by the Office of Population Affairs. Also, the survey serves as a reconciliation tool when reviewing fiscal reports identifying program income that has been entered into the Aid-to-County database.

For any program incentives proposed, the specific internal controls that will be used to ensure only qualified participants will receive them and how they will be tracked.

Generally, the Family Planning and Reproductive Health Program purchases very few incentive items that are actually disbursed to qualified participants, the local service providers

usually make those type purchases and use their internal processes to ensure only Family Planning patients receive those items. The Family Planning and Reproductive Health Program does purchase a small amount of incentives, such as First Aid kits, lunch bags, tote bags, and water bottles, that are distributed at Family Planning related trainings, health fairs, conferences, etc. When incentives are purchased, they are shipped to the NC Division of Public Health Warehouse. Those purchases are logged into an inventory database by warehouse staff and placed in the Family Planning and Reproductive Health storage section. Warehouse staff then contact the Family Planning and Reproductive Health Program Consultant, verifying with her the items that were ordered and the number of each item ordered Once the type of items and number of items are reconciled, the inventory database is updated indicating the order was received and that the vendor shipped the correct items and the correct amounts. When an activity or event takes place and the Program Consultant needs incentive items, she contacts the warehouse staff and informs them of when she will arrive and how much inventory will be removed from the warehouse. Warehouse staff assists her with removing the incentive items and reconcile with her what items are being removed and how many of those items will remain in the warehouse. This information is then entered into the inventory database showing what inventory is still available in the warehouse. The Program Consultant attends the activities and events and disburses incentive items to individuals she has deemed qualified. Any remaining incentive items are returned to the warehouse and logged into the inventory database, updating the number of items that remain in the warehouse. Those items are then re-shelved in the Family Planning and Reproductive Health storage section.

Organizational controls that will ensure timely and accurate submission of Federal Financial Reports to the OASH Office of Grants Management and Payment Management Services as well as timely and appropriate withdrawal of cash from the Payment Management System.

The SF-425 FFR is prepared and submitted by the DHHS Federal Funds and Financial Reporting (FF/FR) Branch. The source documents used for the SF-425 FFR supporting working papers are the DAPG-2605 Special Purpose Budget Report –Expenditures by FRC, Fund, RCC and Account for expenditures. The FF/FR Unit Accountant -Team C submits the working papers for review to the FF/FR Unit Supervisor- Team C to ensure accuracy. Upon approval, the FF/FR Unit Supervisor returns the working papers to the FF/FR Unit Accountant to be certified in the Grants Solution on or before the due date indicated in Grants Solution. The North Carolina Accounting System (NCAS) generates an automated report, titled "The Cash Requirements Report," each night based on the day's check run. Each day, the Financial Reporting/Cash Management Accountant or designee uses the Cash Requirement Report to determine the amount of expenditures that need to be drawn and prepares a drawdown request form to cover the expenditures. Daily, the Financial Reporting/Month End Close Accountant reviews and approves the request to ensure that the draw request agrees to expenditures reported on the Cash Requirements Report prior to submission to the NC DHHS Federal Funds/Financial Reporting branch. The Federal Funds/Financial Reporting (FF/FR) Accountant-Team C receives the drawdown requests from Financial Reporting. The FF/FR Accountant- Team C reviews the draw request, verifies the year and award availability, and forwards the request to FF/FR-Team D. A response is emailed from the FF/FR branch to the staff that requested the draw to notify them that the draw is approved for drawing and if any changes were made to the amount or year. One of two Accounting Technicians draws down the Federal funds through a request made in the PMS system.

Family Participation Certification

We certify that, if funded, our Title X Family Planning Services Projects will encourage family participation in the decision of minors to seek family planning services and will provide counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: ALAMANCE COUNTY HEALTH DEPARTMENT

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 57,646.00	detail	The PHN II position serves as the Women's Health Coordinator whose primary focus is to develop, plan, coordinate, supervise and direct a team of nursing staff in providing Family Planning services to teens and women. The PHN I position performs nursing duties in accordance with protocols and guidelines specific to the Famiy PLanning Clinic. The Physician Extender II serves as the medical provider performing duties in accordance with protocols and guidelines specific to the Family Planning Clinic.
	Fringe Benefits	$ 10,435.00	detail	The fringe benefits support the staff positions listed above.
	Other			
Total Human Resources		$ 68,081.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 39,406.00		40 mirena IUD @ $250.39/ea.=$10,015.60; 25 Paragard @ $264.43/ea.=$6,610.75; 10 Skyla @ $375.38=$3,753.80; 80 Nexplanon@ $391.02/ea.=31,281.60-$12,255.75 local)
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			

Contractor Budget Worksheet (DPHrev121814)

Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 39,406.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 107,487.00		

Salary & Fringe Worksheet

Local Health Department Alamance County Health Department

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
PHN II (WH (Coord) (H. White)		$ 51,885	or	$ 51,885	12	35.40%		$ 18,367
PHN I _(F. Mayer)		$ 57,846	or	$ 57,846	12	35.063%		$ 20,283
Physician Ext. II (E. Sciora)		$ 94,982	or	$ 94,982	12	20.00%		$ 18,996
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 57,646

Narrative - enter in pink area brief description name and duties for each staff listed above.

The PHN II position serves as the Women's Health Coordinator whose primary focus is to develop, plan, coordinate, supervise and direct a team of nursing staff in providing Family Planning services to teens and women. The PHN I position performs nursing duties in accordance with protocols and guidelines specific to the Famiy PLanning Clinic. The Physician Extender II serves as the medical provider performing duties in accordance with protocols and guidelines specific to the Family Planning Clinic.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide he total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	FICA	Retirement/ 401K, etc.	Health/ Medical	Unemployment Insurance	Worker's Comp Insurance	Other (give detail here)	Annual Total	Budgeted Amount (Prorated)
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**2%-401(K); 7.58% St. Ret**	**health/$635/mo./person; dental/$39.50/mo./pe**		**1.16%**			
PHN II (WH (Coord) (H. White)	$ 3,969.20	$ 2,486.00	$ 4,047.00		$ 301.00		$ 10,803.00	$ 3,824
PHN I (F. Mayer)	$ 4,425.22	$ 2,771.00	$ 4,047.00		$ 336.00		$ 11,579.00	$ 4,060
Physician Ext. II (E. Sciora)	$ 7,266.12	$ 2,730.00	$ 2,428.00		$ 331.00		$ 12,755.00	$ 2,551
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 10,435

Narrative - enter in pink area any narrative necessary for fringes.

The fringe benefits support the staff positions listed above.

Contractor Budget Worksheet (DPHrev121814)

Contract Number: 151-Family Planning

Contractor: Albemarle Regional Health Services

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 147,144.00	detail	Clerical – .90 FTE – Assist with client registration and billing of non-Medicaid clients. Medical Office Assistant - .10 FTE –Assist with height and weight measurements as well as patient service facilitation for non-Medicaid clients. Nursing – 1.4 FTE – Provide nursing services for non-Medicaid clients and assist mid-level providers and physician in service provision. Mid-level provider - .40 FTE – Provide medical services for non-Medicaid family planning clients. Lab – .40 FTE – Perform tests on ordered labs for non-Medicaid clients.
	Fringe Benefits	$ 54,311.00	detail	Retirement = 8.2% + 2% 401K = 10.2% of budgeted salary; FICA is 7.65% of budgeted salary; HI annual rate is $6,720; longevity and on-call rates and amounts varies.
	Other			
Total Human Resources		$ 201,455.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			

Other	$ 62,374.00	Long Acting Contraceptives – ($43,120) – LARC's for Non-Medicaid Family Planning Patients – IUD's – 40 @ $268 each = $10,720 Nexplanon – 90 @ $360 each = $32,400 Birth Control – ($19,254) – Contraceptives for Non-Medicaid Family Planning Patients- Depo-Provera – 30 boxes @ $568 each = $17,040 Ortho-Tricyclen Lo – 10 @ $43 each = $430 Ortho-Cyclen – 3 @ $465 each = $1,395 Ortho-Tricyclen – 1 @ $389 each = $389

Equipment

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Travel

Contractor Staff		
Board Members Expense		

Utilities

Gas		
Electric		
Telephone		
Water		
Other		

Repair and Maintenance		

Insurance and Bonding			
Other			
Total Operational Expenses/Capital Outlays	$ 62,374.00		
Subcontracting and Grants	$ 22,732.00	detail	Northeastern OB/GYN – ($13,780) – Providers will provide medical services for non-Medicaid clients. $13,780/12 months = $1,148.33 per month. Morning Star Women's Health Center – ($2,650) - Providers will provide medical services for non-Medicaid clients. $2,650/12 months = $220.83 per month. Overman & Stevenson – ($2,000) – Contract Pharmacy used to dispense prescriptions purchased by ARHS to non-Medicaid clients in Pasquotank County. $2,000/12 months = $166.67 per month. Blount's Mutual Drug Store – ($603) – Contract Pharmacy used to dispense prescriptions purchased by ARHS to non-Medicaid clients in Chowan County. $603/12 months = $50.25 per month. Family Care Pharmacy – ($703) - Contract Pharmacy used to dispense prescriptions purchased by ARHS to non-Medicaid clients in Perquimans County. $703/12 months = $58.58 per month. Todd's Pharmacy Currituck – ($603) – Contract Pharmacy used to dispense prescriptions purchased by ARHS to non-Medicaid clients in Currituck County. $603/12 months = $50.25 per month. Todd's Pharmacy Gates – ($603) – Contract Pharmacy used to dispense prescriptions purchased by ARHS to non-Medicaid clients in Gates County.$603/12 months = $50.25 per month. Pittman's Pharmacy Bertie – ($1,040) ¬-- Contract Pharmacy used to dispense prescriptions purchased by ARHS to non-Medicaid clients in Bertie County. $1,040/12 months = $86.87 per month Dr. Stevenson – ($750) – Contract Women's Health Medical Director will provide oversight for the Family Planning clinic. $750/12 months = $62.50 per month.
Indirect Cost			
Contractor Match			
Total Budged Expenditures	$ 286,561.00		

Salary & Fringe Worksheet **Contract Number:** **151-Family Planning**

Contractor: Albemarle Regional Health Services

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula will calculate the amount to come from the contract)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary If using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
M Blanchard, Clerical		$ -	or	$ 29,492	12	5.00%		$ 1,475
M Mizelle, Clerical		$ -	or	$ 29,492	12	5.00%		$ 1,475
L Parker, Clerical		$ -	or	$ 26,765	12	5.00%		$ 1,338
B Rollman, Clerical		$ -	or	$ 29,492	12	5.00%		$ 1,475
S Ferebee, Clerical		$ -	or	$ 31,740	12	5.00%		$ 1,587
D Brown, Clerical		$ -	or	$ 29,492	12	5.00%		$ 1,475
C Briley, Clerical		$ -	or	$ 23,711	12	5.00%		$ 1,186
S Harmon, Clerical		$ -	or	$ 25,504	12	5.00%		$ 1,275
K Ward, Clerical		$ -	or	$ 25,504	12	5.00%		$ 1,275
T Hawkins, Clerical		$ -	or	$ 24,885	12	5.00%		$ 1,244
M Jennings, Clerical		$ -	or	$ 23,711	12	5.00%		$ 1,186
P Arnold, Clerical		$ -	or	$ 23,711	12	5.00%		$ 1,186
M Meads, Clerical		$ -	or	$ 23,711	12	5.00%		$ 1,186
Vacant, Clerical		$ -	or	$ 23,711	12	5.00%		$ 1,186
Vacant, Clerical		$ -	or	$ 23,711	12	5.00%		$ 1,186
M Nixon, Clerical		$ -	or	$ 23,711	12	5.00%		$ 1,186
L Lane, Clerical		$ -	or	$ 24,287	12	5.00%		$ 1,214
L Sawyer, Clerical		$ -	or	$ 23,711	12	5.00%		$ 1,186
Vacant, Nurse Supv/Clinic Manger		$ -	or	$ 50,567	12	10.00%		$ 5,057
R James, Medical Office Assistant		$ -	or	$ 24,885	12	10.00%		$ 2,489
A Lafon, Nurse Supv/Clinic Manger		$ -	or	$ 55,774	12	10.00%		$ 5,577
S Davidson, Nurse Supv/Clinic Manger		$ -	or	$ 51,831	12	10.00%		$ 5,183
K Riddick, Nurse Supv/Clinic Manger		$ -	or	$ 55,774	12	10.00%		$ 5,577
L Harkins, Nurse Supv/Clinic Manger		$ -	or	$ 51,831	12	10.00%		$ 5,183
A Rosenberger, Nurse Supv		$ -	or	$ 53,114	12	10.00%		$ 5,311
S East, Nurse Supv/Clinic Manger		$ -	or	$ 53,114	12	10.00%		$ 5,311
T Henney, Nurse Supv		$ -	or	$ 60,020	12	10.00%		$ 6,002
S Ratcliffe, Clinical Nurse Supv		$ -	or	$ 63,043	12	5.00%		$ 3,152
N Nash, Nursing Director		$ -	or	$ 80,566	12	5.00%		$ 4,028
M Hord, Nurse		$ -	or	$ 40,570	12	10.00%		$ 4,057
G Basnight, Nurse		$ -	or	$ 58,577	12	5.00%		$ 2,929
J Smyth, Nurse		$ -	or	$ 48,161	12	5.00%		$ 2,408

K Todd, Nurse		$ -	or	$ 53,114	12	5.00%		$ 2,656
L Hodges, Nurse		$ -	or	$ 49,354	12	5.00%		$ 2,468
D Lehman, Nurse Supv/Clinic Manger		$ -	or	$ 48,161	12	10.00%		$ 4,816
A Rawlins, Nurse/Clinic Manager		$ -	or	$ 48,161	12	10.00%		$ 4,816
J Cobb, Physician Extender II		$ -	or	$ 80,566	12	20.00%		$ 16,113
J Melko, Physician Extender II		$ -	or	$ 78,619	12	20.00%		$ 15,724
B Danchise, Lab Tech Supv		$ -	or	$ 51,831	12	10.00%		$ 5,183
B White, Lab Tech		$ -	or	$ 35,869	12	10.00%		$ 3,587
T James, Lab Tech		$ -	or	$ 30,223	12	10.00%		$ 3,022
P Luton, Lab Tech		$ -	or	$ 31,740	12	10.00%		$ 3,174
								$ -
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								$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 147,144

Narrative - enter in pink area brief description name and duties for each staff listed above.

Clerical – .90 FTE – Assist with client registration and billing of non-Medicaid clients.
Medical Office Assistant - .10 FTE –Assist with height and weight measurements as well as patient service facilitation for non-Medicaid clients.
Nursing – 1.4 FTE – Provide nursing services for non-Medicaid clients and assist mid-level providers and physician in service provision.
Mid-level provider - .40 FTE – Provide medical services for non-Medicaid family planning clients.
Lab – .40 FTE – Perform tests on ordered labs for non-Medicaid clients.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total annual amounts for each person listed. The formula will calculate the amount to come from the contract)	FICA	Retirement/ 401K, etc.	Health/ Medical	Unemployment Insurance	Worker's Comp Insurance	Other (give detail here)	Annual Total	Budgeted Amount (Prorated)
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $118,500) + 1.45% x salary (no limit)	10.20%	$560/mo.			longevity & on-call		
M Blanchard, Clerical	$ 2,256.14	$ 3,008.18	$ 6,720.00			$ 1,439.00	$ 13,423.00	$ 671
M Mizelle, Clerical	$ 2,256.14	$ 3,008.18	$ 6,720.00			$ 1,439.00	$ 13,423.00	$ 671
L Parker, Clerical	$ 2,047.52	$ 2,730.03	$ 6,720.00			$ 1,306.00	$ 12,804.00	$ 640
B Rollman, Clerical	$ 2,256.14	$ 3,008.18	$ 6,720.00			$ 1,439.00	$ 13,423.00	$ 671
S Ferebee, Clerical	$ 2,428.11	$ 3,237.48	$ 6,720.00			$ 1,548.00	$ 13,933.00	$ 697
D Brown, Clerical	$ 2,256.14	$ 3,008.18	$ 6,720.00			$ 1,439.00	$ 13,423.00	$ 671
C Briley, Clerical	$ 1,813.89	$ 2,418.52	$ 6,720.00			$ 1,157.00	$ 12,110.00	$ 606
S Harmon, Clerical	$ 1,951.06	$ 2,601.41	$ 6,720.00			$ 1,244.00	$ 12,516.00	$ 626
K Ward, Clerical	$ 1,951.06	$ 2,601.41	$ 6,720.00			$ 1,244.00	$ 12,516.00	$ 626
T Hawkins, Clerical	$ 1,903.70	$ 2,538.27	$ 6,720.00			$ 1,214.00	$ 12,376.00	$ 619
M Jennings, Clerical	$ 1,813.89	$ 2,418.52	$ 6,720.00			$ 1,157.00	$ 12,110.00	$ 606
P Arnold, Clerical	$ 1,813.89	$ 2,418.52	$ 6,720.00			$ 1,157.00	$ 12,110.00	$ 606
M Meads, Clerical	$ 1,813.89	$ 2,418.52	$ 6,720.00			$ 1,157.00	$ 12,110.00	$ 606
Vacant, Clerical	$ 1,813.89	$ 2,418.52	$ 6,720.00			$ 1,157.00	$ 12,110.00	$ 606
Vacant, Clerical	$ 1,813.89	$ 2,418.52	$ 6,720.00			$ 1,157.00	$ 12,110.00	$ 606
M Nixon, Clerical	$ 1,813.89	$ 2,418.52	$ 6,720.00			$ 694.00	$ 11,647.00	$ 582
L Lane, Clerical	$ 1,857.96	$ 2,477.27	$ 6,720.00			$ 711.00	$ 11,766.00	$ 588
L Sawyer, Clerical	$ 1,813.89	$ 2,418.52	$ 6,720.00			$ 694.00	$ 11,647.00	$ 582
Vacant, Nurse Supv/Clinic Manger	$ 3,868.38	$ 5,157.83	$ 6,720.00			$ 694.00	$ 16,440.00	$ 1,644
R James, Medical Office Assistant	$ 1,903.70	$ 2,538.27	$ 6,720.00			$ 1,214.00	$ 12,376.00	$ 1,238
A Lafon, Nurse Supv/Clinic Manger	$ 4,266.71	$ 5,688.95	$ 6,720.00			$ 2,721.00	$ 19,397.00	$ 1,940
S Davidson, Nurse Supv/Clinic Manger	$ 3,965.07	$ 5,286.76	$ 6,720.00			$ 2,528.00	$ 18,500.00	$ 1,850
K Riddick, Nurse Supv/Clinic Manger	$ 4,266.71	$ 5,688.95	$ 6,720.00			$ 2,721.00	$ 19,397.00	$ 1,940
L Harkins, Nurse Supv/Clinic Manger	$ 3,965.07	$ 5,286.76	$ 6,720.00			$ 1,517.00	$ 17,489.00	$ 1,749
A Rosenberger, Nurse Supv	$ 4,063.22	$ 5,417.63	$ 6,720.00			$ 1,555.00	$ 17,756.00	$ 1,776
S East, Nurse Supv/Clinic Manger	$ 4,063.22	$ 5,417.63	$ 6,720.00			$ 2,591.00	$ 18,792.00	$ 1,879
T Henney, Nurse Supv	$ 4,591.53	$ 6,122.04	$ 6,720.00			$ 2,928.00	$ 20,362.00	$ 2,036
S Ratcliffe, Clinical Nurse Supv	$ 4,822.79	$ 6,430.39	$ 6,720.00			$ 3,075.00	$ 21,048.00	$ 1,052
N Nash, Nursing Director	$ 6,163.30	$ 8,217.73	$ 6,720.00			$ 3,930.00	$ 25,031.00	$ 1,252
M Hord, Nurse	$ 3,103.61	$ 4,138.14	$ 6,720.00			$ 1,979.00	$ 15,941.00	$ 1,594
G Basnight, Nurse	$ 4,481.14	$ 5,974.85	$ 6,720.00			$ 2,857.00	$ 20,033.00	$ 1,002
J Smyth, Nurse	$ 3,684.32	$ 4,912.42	$ 6,720.00			$ 2,349.00	$ 17,665.00	$ 883
K Todd, Nurse	$ 4,063.22	$ 5,417.63	$ 6,720.00			$ 2,591.00	$ 18,792.00	$ 940
L Hodges, Nurse	$ 3,775.58	$ 5,034.11	$ 6,720.00			$ 2,408.00	$ 17,938.00	$ 897
D Lehman, Nurse Supv/Clinic Manger	$ 3,684.32	$ 4,912.42	$ 6,720.00			$ 1,410.00	$ 16,726.00	$ 1,673

A Rawlins, Nurse/Clinic Manager	$ 3,684.32	$ 4,912.42	$ 6,720.00			$ 1,410.00	$ 16,726.00	$ 1,673
J Cobb, Physician Extender II	$ 6,163.30	$ 8,217.73	$ 6,720.00			$ 3,930.00	$ 25,031.00	$ 5,006
J Melko, Physician Extender II	$ 6,014.35	$ 8,019.14	$ 6,720.00			$ 3,835.00	$ 24,588.00	$ 4,918
B Danchise, Lab Tech Supv	$ 3,965.07	$ 5,286.76	$ 6,720.00			$ 2,528.00	$ 18,500.00	$ 1,850
B White, Lab Tech	$ 2,743.98	$ 3,658.64	$ 6,720.00			$ 1,750.00	$ 14,873.00	$ 1,487
T James, Lab Tech	$ 2,312.06	$ 3,082.75	$ 6,720.00			$ 1,474.00	$ 13,589.00	$ 1,359
P Luton, Lab Tech	$ 2,428.11	$ 3,237.48	$ 6,720.00			$ 1,548.00	$ 13,933.00	$ 1,393
							$ -	$ -
							$ -	$ -
							$ -	$ -
							$ -	$ -
							$ -	$ -
							$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 54,311

Narrative - enter in pink area any narrative necessary for fringes.

Retirement = 8.2% + 2% 401K = 10.2% of budgeted salary; FICA is 7.65% of budgeted salary; HI annual rate is $6,720; longevity and on-call rates and amounts varies.

Contract Number: 151-Family Planning **Subcontractor Budget Worksheet**

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow and pink shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden.

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 22,732.00		Northeastern OB/GYN – ($13,780) – Providers will provide medical services for non-Medicaid clients. $13,780/12 months = $1,148.33 per month. Morning Star Women's Health Center – ($2,650) - Providers will provide medical services for non-Medicaid clients. $2,650/12 months = $220.83 per month. Overman & Stevenson – ($2,000) – Contract Pharmacy used to dispense prescriptions purchased by ARHS to non-Medicaid clients in Pasquotank County. $2,000/12 months = $166.67 per month. Blount's Mutual Drug Store – ($603) – Contract Pharmacy used to dispense prescriptions purchased by ARHS to non-Medicaid clients in Chowan County. $603/12 months = $50.25 per month. Family Care Pharmacy – ($703) - Contract Pharmacy used to dispense prescriptions purchased by ARHS to non-Medicaid clients in Perquimans County. $703/12 months = $58.58 per month. Todd's Pharmacy Currituck – ($603) – Contract Pharmacy used to dispense prescriptions purchased by ARHS to non-Medicaid clients in Currituck County. $603/12 months = $50.25 per month. Todd's Pharmacy Gates – ($603) – Contract Pharmacy used to dispense prescriptions purchased by ARHS to non-Medicaid clients in Gates County.$603/12 months = $50.25 per month. Pittman's Pharmacy Bertie – ($1,040) ¬-- Contract Pharmacy used to dispense prescriptions purchased by ARHS to non-Medicaid clients in Bertie County. $1,040/12 months = $86.87 per month Dr. Stevenson – ($750) – Contract Women's Health Medical Director will provide oversight for the Family Planning clinic. $750/12 months = $62.50 per month.
	Fringe Benefits			
	Other			

Subcontractor Budget Worksheet

Total Human Resources	$ 22,732.00

Operational Expenses/Capital Outlays

Supplies and Materials		
Furniture		
Other		
Equipment		
Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		
Travel		
Provider Staff		
Board Members Expense		
Utilities		
Gas		
Electric		
Telephone		
Water		
Other		
Repair and Maintenance		
Staff Development		
Media/Communications		
Advertising		

Subcontractor Budget Worksheet

Total Operational Expenses/Capital Outlays	$ -
Total Budged Expenditures	$ 22,732.00

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: Family Planning

Local Health Department Name: Alexander County Health Department

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 30,196.00	detail	Valerie Taylor & Tara Tedder-Provider in Clinics. Billie Walker- Supervisor of all clinic programs. Dot Lackey, Emily Vick, Star Bridgeman, are all clinic nurses that assist providers with patients. Amanda Michaux- collects labs on all patients. Phillip Sprinkle-Pharmacists that oversees our logs, prescriptions, etc. Laurie Pishner and Toni Miller do the purchasing, reporting, payables, etc. Emily Stafford does payroll and oversees the front reception staff. Angela Duncan and Magda Reid are the front reception staff. They schedule appointments, take payments, answer phones, work on patient charts. Rita Whitener and Angie Wooten are the billing staff. They bill and process payments. Leeanne Whisnant is Health Director and oversees all operations of the Health Department and clinics.
	Fringe Benefits	$ 11,078.00	detail	Retirement is 7.83 % of salary and FICA is 7.65 % of salary & Insurance is 10,200 yearly for full time staff unless they choose to decline.
	Other			
Total Human Resources		$ 41,274.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other			
Equipment				

Contractor Budget Worksheet (DPHrev121814)

Rent			
Office Space			
Equipment			
Furniture			
Vehicles			
Other			
Professional Services			
Legal			
IT			
Accounting			
Payroll			
Security			
Dues and Subscriptions			
Other			
Audit Services			
Service Payments			
Incentives and Participants			
Insurance and Bonding			
Other			
Total Operational Expenses/Capital Outlays	$ -		
Subcontracting and Grants		detail	
Indirect Cost			
Contractor Match			
Total Budged Expenditures	$ 41,274.00		

OR The cost per service line item is seperate from total budgeted expeditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.

Salary & Fringe Worksheet **Activity Number/Name:** **Family Planning**

Health Department Name: Alexander County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Star Bridgeman, PHN II		$ -	or	$ 47,982	12	4.00%		$ 1,919
Dot Lackey, PHN II		$ -	or	$ 47,982	12	45.00%		$ 21,592
Amanda Michaux, MLT II		$ -	or	$ 29,283	12	8.777%		$ 2,570
Valerie Taylor, CNM		$ -	or	$ 60,045	12	3.00%		$ 1,801
Tara Tedder, FNP		$ -	or	$ 80,521	12	0.50%		$ 403
Toni Miller, Accounting Spec. I		$ -	or	$ 43,469	12	0.50%		$ 217
Laurie Pishner, Accounting Spec. II		$ -	or	$ 45,669	12	0.50%		$ 228
Emily Stafford, Admn. Asst. III		$ -	or	$ 33,958	12	0.50%		$ 170
Angela Duncan & Magda Reid PA III		$ -	or	$ 53,058	12	0.50%		$ 265
Phillip Sprinkle, Pharmacists		$ -	or	$ 1,800	12	0.00%		$ -
Leeanne Whisnant, Health Director		$ -	or	$ 98,189	12	0.50%		$ 491
Rita Whitener & Angie Wooten, Billing		$ -	or	$ 52,709	12	0.50%		$ 264
Billie Walker, DON		$ -	or	$ 55,279	12	0.50%		$ 276
0.005								
Salary Subtotal								$ 30,196

Narrative - enter in pink area brief description name and duties for each staff listed above.

Valerie Taylor & Tara Tedder-Provider in Clinics. Billie Walker- Supervisor of all clinic programs. Dot Lackey, Emily Vick, Star Bridgeman, are all clinic nurses that assist providers with patients. Amanda Michaux- collects labs on all patients. Phillip Sprinkle-Pharmacists that oversees our logs, prescriptions, etc. Laurie Pishner and Toni Miller do the purchasing, reporting, payables, etc. Emily Stafford does payroll and oversees the front reception staff. Angela Duncan and Magda Reid are the front reception staff. They schedule appointments, take payments, answer phones, work on patient charts. Rita Whitener and Angie Wooten are the billing staff. They bill and process payments. Leeanne Whisnant is Health Director and oversees all operations of the Health Department and clinics.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.83**	**10,200/yrly**					
Star Bridgeman, PHN II	$ 3,670.62	$ 3,757.00	$ 10,200.00				$ 17,628.00	$ 705
Dot Lackey, PHN II	$ 3,670.62	$ 3,757.00	$ 10,200.00				$ 17,628.00	$ 7,933
Amanda Michaux, MLT II	$ 2,240.15	$ 2,293.00	$ 10,200.00				$ 14,733.00	$ 1,293
Valerie Taylor, CNM	$ 4,593.44	$ 4,702.00	$ -				$ 9,295.00	$ 279
Tara Tedder, FNP	$ 6,159.86	$ 6,305.00	$ 10,200.00				$ 22,665.00	$ 113
Toni Miller, Accounting Spec. I	$ 3,325.38	$ 3,404.00	$ 10,200.00				$ 16,929.00	$ 85
Laurie Pishner, Accounting Spec. II	$ 3,493.68	$ 3,576.00	$ 10,200.00				$ 17,270.00	$ 86
Emily Stafford, Admn. Asst. III	$ 2,597.79	$ 2,659.00	$ 10,200.00				$ 15,457.00	$ 77
Angela Duncan & Magda Reid PA III	$ 4,058.94	$ 4,154.00	$ 20,400.00				$ 28,613.00	$ 143
Phillip Sprinkle, Pharmacists	$ 137.70	$ -	$ -				$ 138.00	$ -
Leeanne Whisnant, Health Director	$ 7,511.46	$ 7,688.00	$ 10,200.00				$ 25,399.00	$ 127
Rita Whitener & Angie Wooten, Billing	$ 4,032.24	$ 4,127.00	$ 20,400.00				$ 28,559.00	$ 143
Billie Walker, DON	$ 4,228.84	$ 4,328.00	$ 10,200.00				$ 18,757.00	$ 94
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 11,078

Narrative - enter in pink area any narrative necessary for fringes.

Retirement is 7.83 % of salary and FICA is 7.65 % of salary & Insurance is 10,200 yearly for full time staff unless they choose to decline.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: ANSON COUNTY HEALTH DEPARTMENT

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 23,628.00	detail	FP Coordinator manages the program Agreement Addendum, policy, budget, pharmaceutical inventory & ordering, staff training, auditing. Also works as a clinic nurse and does the follow-up for abnormal labs.
	Fringe Benefits	$ 7,304.00	detail	FICA is 7.65% of budgeted salary. Retirement is 10.60% of budgeted salary. Annual rate is $5,984.16.
	Other			
Total Human Resources		$ 30,932.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT	$ 3,288.00		Maintenance Fees for CureMD Electronic Health Records $274.00 monthly x 12 months = $3,288.00.
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			

Contractor Budget Worksheet (DPHrev121814)

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 3,288.00		
Subcontracting and Grants	$ 6,468.00	detail	Gynecologist/Medical Director supervises the FP program and the Family Nurse Practitioner Provider. He also assists with the insertion of Intrauterine Devices $447.50 monthly x 12 months = $5,370.00. Pharmacist supervises the dispensing of 340B contraceptives $91.50 monthly x 12 months = $1,098.00.
Total Budgeted Expenditures	$ 40,688.00		

Salary & Fringe Worksheet

Local Health Department Anson County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
Family Planning Coordinator, RN		$ -	or	$ 47,256	12	50.00%		$ 23,628
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 23,628

Narrative - enter in pink area brief description name and duties for each staff listed above.

FP Coordinator manages the program Agreement Addendum, policy, budget, pharmaceutical inventory & ordering, staff training, auditing. Also works as a clinic nurse and does the follow-up for abnormal labs.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**10.60%**	**$5,984.16 Annually**					**50% x $14608.00 = $7304.00**
Family Planning Coordinator, RN	$ 3,615.08	$ 5,009.16	$ 5,984.16				$ 14,608.00	$ 7,304
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 7,304

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement is 10.60% of budgeted salary. Annual rate is $5,984.16.

Anson County **Subcontractor Budget Worksheet**

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow and pink shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden.

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 6,468.00		Gynecologist/Medical Director supervises the FP program and the Family Nurse Practitioner Provider. He also assists with the insertion of Intrauterine Devices $447.50 monthly x 12 months = $5,370.00. Pharmacist supervises the dispensing of 340B contraceptives $91.50 monthly x 12 months = $1,098.00.
	Fringe Benefits			
	Other			
Total Human Resources		$ 6,468.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				
	Advertising			

Subcontractor Budget Worksheet

Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -
Total Budgeted Expenditures	$ 6,468.00

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Appalachian District Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 88,848.00	detail	The staff listed above are direct service staff seeing patients in the clinic. They include the front office management support staff who check in and check out patients, the medical office assistant who takes the patients' vitals and then the registered nurses and family nurse practitioner who renders family planning services.
	Fringe Benefits	$ 28,220.00	detail	FICA is 7.65% of budgeted salary. Retirement is 7.78% of budgeted salary. Health, Medical, Dental, and Life Insurance is 16% of budgeted salary. UI is 0.0006% of budgeted salary. WC is 0.01% of budgeted salary. General Liability & Property, Medical Malpractice Insurance is .002% of budgeted salary.
	Other			
Total Human Resources		$ 117,068.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 10,591.00		Cost of office, medical and lab supplies per month $882.58 x 12 months = $10,590.96 ~ $10,591.
Equipment				
	Communication	$ 2,700.00		Cost of telephone and internet service per month $225 x 12 months = $2,700.
	Office			
	IT			
	Assistive Technology			
	Medical			

Contractor Budget Worksheet (DPHrev121814)

Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 13,291.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 130,359.00		

Salary & Fringe Worksheet

Local Health Department Appalachian District Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Adams, Debbie, RN		$ -	or	$ 52,273	12	14.00%		$ 7,318
Bridgeman, Rachel, FNP		$ -	or	$ 51,478	12	44.00%		$ 22,650
Demster, Erin, MOA		$ -	or	$ 24,936	12	22.00%		$ 5,486
Gonzalez, Samuel, Management Support		$ -	or	$ 32,280	12	27.00%		$ 8,716
Grant, Imelda, Management Support		$ -	or	$ 32,616	12	27.00%		$ 8,806
Haywood, Faith, RN		$ -	or	$ 51,387	12	15.00%		$ 7,708
Larned, Dana, Lab Technician		$ -	or	$ 36,785	12	23.00%		$ 8,461
Rush, Pamela, RN		$ -	or	$ 59,707	12	33.00%		$ 19,703
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 88,848

Narrative - enter in pink area brief description name and duties for each staff listed above.

The staff listed above are direct service staff seeing patients in the clinic. They include the front office management support staff who check in and check out patients, the medical office assistant who takes the patients' vitals and then the registered nurses and family nurse practitioner who renders family planning services.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health / Medical / Dental / Life Insurance**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (General Liability & Property Medical Malpractice Ins)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.78% of gross wages**	**16% of gross wages**	**0.0006 of the first $23,500 in wages**	**0.01% of gross wages**	**.002% of gross wages**		
Adams, Debbie, RN	$ 3,998.88	$ 4,066.84	$ 8,363.68	$ 14.10	$ 52.27	$ 104.55	$ 16,601.00	$ 2,324
Bridgeman, Rachel, FNP	$ 3,938.07	$ 4,004.99	$ 8,236.48	$ 14.10	$ 51.48	$ 102.96	$ 16,347.00	$ 7,193
Demster, Erin, MOA	$ 1,907.60	$ 1,940.02	$ 3,989.76	$ 14.10	$ 24.94	$ 49.87	$ 7,927.00	$ 1,744
Gonzalez, Samuel, Management Suppo	$ 2,469.42	$ 2,511.38	$ 5,164.80	$ 14.10	$ 32.28	$ 64.56	$ 10,256.00	$ 2,769
Grant, Imelda, Management Support	$ 2,495.12	$ 2,537.52	$ 5,218.56	$ 14.10	$ 32.62	$ 65.23	$ 10,364.00	$ 2,798
Haywood, Faith, RN	$ 3,931.11	$ 3,997.91	$ 8,221.92	$ 14.10	$ 51.39	$ 102.77	$ 16,319.00	$ 2,448
Larned, Dana, Lab Technician	$ 2,814.05	$ 2,861.87	$ 5,885.60	$ 14.10	$ 36.79	$ 73.57	$ 11,687.00	$ 2,688
Rush, Pamela, RN	$ 4,567.59	$ 4,645.20	$ 9,553.12	$ 14.10	$ 59.71	$ 119.41	$ 18,959.00	$ 6,256
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 28,220

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement is 7.78% of budgeted salary. Health, Medical, Dental, and Life Insurance is 16% of budgeted salary. UI is 0.0006% of budgeted salary. WC is 0.01% of budgeted salary. General Liability & Property, Medical Malpractice Insurance is .002% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Beaufort County Health Department

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 24,728.00	detail	CNM provides advanced level medical care in Family Planning Clinic. Responsibilities include, but are not limited to, performing complete physical examinations, prescribing appropriate contraceptive methods, obtaining complete medical histories, collecting laboratory specimens, and performing appropriate diagnostic and therapeutic procedures. Women's Health Coordinator (PHN III) oversees compliance with programmatic requirements defined in the AA 151 Family Planning. PHN Supervisor oversees all clinical activities and directly supervises all PHNs providing clinical services for Family Planning clients. PHN III and PHN II both provide clinical support functions in Family Planning clinic.
	Fringe Benefits	$ 6,604.00	detail	FICA & Medicare 7.65%; Retirement 7.75% and 401K 2% for a total of 9.75%; Life Insurance paid by BCHD at an annual rate of $26 and Health Insurance paid by BCHD is $6,194/year.
	Other			
Total Human Resources		$ 31,332.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 10,791.00		20 Nexplanon @ $391/ea=$7,820.00, 200 doses depo provera 104 @ $13/dose=$2,600.00, 90 cycles of Oral Contraceptives @ $4 each = $360.00, Exam Gowns 1 pack @ $11 each = $11.00.
Equipment				
	Communication			
	Office			

Contractor Budget Worksheet (DPHrev121814)

IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 10,791.00		
Subcontracting and Grants	$ 4,972.00	detail	Contract Pharmacist $4,972/year/ 12 months = $414.33 monthly.
Total Budgeted Expenditures	$ 47,095.00		

Salary & Fringe Worksheet

Local Health Department Beaufort County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Certified Nurse Midwife		$ -	or	$ 90,302	12	10.00%		$ 9,030
Public Health Nurse III		$ -	or	$ 59,160	12	10.00%		$ 5,916
Public Health Nurse Supervisor		$ -	or	$ 63,255	12	10.00%		$ 6,326
Public Health Nurse III		$ -	or	$ 49,544	12	5.00%		$ 2,477
Public Health Nurse II		$ -	or	$ 48,960	12	2.00%		$ 979
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 24,728

Narrative - enter in pink area brief description name and duties for each staff listed above.

CNM provides advanced level medical care in Family Planning Clinic. Responsibilities include, but are not limited to, performing complete physical examinations, prescribing appropriate contraceptive methods, obtaining complete medical histories, collecting laboratory specimens, and performing appropriate diagnostic and therapeutic procedures. Women's Health Coordinator (PHN III) oversees compliance with programmatic requirements defined in the AA 151 Family Planning. PHN Supervisor oversees all clinical activities and directly supervises all PHNs providing clinical services for Family Planning clients. PHN III and PHN II both provide clinical support functions in Family Planning clinic.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**9.75%**	**$ 6,194.00**	**$0**	**$0**	**$26/Life Insurance**		
Certified Nurse Midwife	$ 6,908.10	$ 8,804.00	$ 6,194.00	$ -	$ -	$ 26.00	$ 21,932.00	$ 2,193
Public Health Nurse III	$ 4,525.74	$ 5,768.00	$ 6,194.00	$ -	$ -	$ 26.00	$ 16,514.00	$ 1,651
Public Health Nurse Supervisor	$ 4,839.01	$ 6,167.00	$ 6,194.00	$ -	$ -	$ 26.00	$ 17,226.00	$ 1,723
Public Health Nurse III	$ 3,790.12	$ 4,831.00	$ 6,194.00	$ -	$ -	$ 26.00	$ 14,841.00	$ 742
Public Health Nurse II	$ 3,745.44	$ 4,774.00	$ 6,194.00	$ -	$ -	$ 26.00	$ 14,739.00	$ 295
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 6,604

Narrative - enter in pink area any narrative necessary for fringes.

FICA & Medicare 7.65%; Retirement 7.75% and 401K 2% for a total of 9.75%; Life Insurance paid by BCHD at an annual rate of $26 and Health Insurance paid by BCHD is $6,194/year.

Beaufort County **Subcontractor Budget Worksheet**

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow and pink shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden.

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 4,972.00		Contract Pharmacist $4,972/year/ 12 months = $414.33 monthly.
	Fringe Benefits			
	Other			
Total Human Resources		$ 4,972.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				
	Advertising			
	Audiovisual Presentations, Multimedia, TV, Radio Presentations			
	Logos			

Subcontractor Budget Worksheet

Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -
Total Budgeted Expenditures	$ 4,972.00

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151

Local Health Department Name: Bladen County Health Department

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 32,697.00	detail	Allyson Priest, RN is the Family Planning Coordinator. Her duties are to oversee the Family Planning Program. Carol Butler, FNP performs the physicals for the Family Planning Patients. Lisa Britt, RN is our Communicable Disease Nurse educates at risk population and refers to FP clinic. Sheila Bryan, RN educates at risk population during Post Partum Home visit for FP services and assists with helping make appointments. Faye Collins is our Lab Technologist and is responsible for the lab specimens. Wanda Wilson is in Medical Records as is one of the Registration Check In/Check Out Staff. Angela Stanley is our Billing position responsible for handling all of the billing for clinical services.
	Fringe Benefits	$ 3,689.00	detail	As all staff listed above are full time employees, they are entitled to benefits. All benefits are in coordination with those that are established by the County Commissioners. FICA is 7.65% of budgeted salary. Retirement is 7.81% of budgeted salary. HI is $6,141.12 annually. Retiree HI is 6.11% of budgeted salary.
	Other			
Total Human Resources		$ 36,386.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			

Contractor Budget Worksheet (DPHrev121814)

Other	$ 7,088.00	LARC - Estimated cost for purchase of 27 Paraguard with insertion kits at a cost of $189.71 for a total of $5,122.17. Estimated cost to purchase 5 Nexplanon at a cost of $393.15 for a total of $1,965.75. No cost for supplies is included as we are new in offering these services. Total - $7,087.92 ~ $7,088.

Equipment

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses/Capital Outlays	$ 7,088.00		
Subcontracting and Grants		detail	
Total Budged Expenditures	$ 43,474.00		

Salary & Fringe Worksheet **Activity Number/Name:** 151

Health Department Name: Bladen County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula will calculate the amount to come from the contract)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Allyson Priest, RN		$ -	or	$ 48,349	12	19.689%		$ 9,519
Carol Butler, FNP		$ -	or	$ 63,002	12	17.00%		$ 10,710
Faye Collins, Med. Lab Technologist		$ -	or	$ 44,504	12	9.00%		$ 4,005
Wanda Wilson, Proc. Asst. III		$ -	or	$ 28,788	12	8.00%		$ 2,303
Angie Stanley, Pat. Relations Rep		$ -	or	$ 30,248	12	7.00%		$ 2,117
Lisa Britt, RN		$ -	or	$ 50,264	12	4.00%		$ 2,011
Sheila Bryan, RN		$ -	or	$ 50,802	12	4.00%		$ 2,032
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 32,697

Narrative - enter in pink area brief description name and duties for each staff listed above.

Allyson Priest, RN is the Family Planning Coordinator. Her duties are to oversee the Family Planning Program. Carol Butler, FNP performs the physicals for the Family Planning Patients. Lisa Britt, RN is our Communicable Disease Nurse educates at risk population and refers to FP clinic. Sheila Bryan, RN educates at risk population during Post Partum Home visit for FP services and assists with helping make appointments. Faye Collins is our Lab Technologist and is responsible for the lab specimens. Wanda Wilson is in Medical Records as is one of the Registration Check In/Check Out Staff. Angela Stanley is our Billing position responsible for handling all of the billing for clinical services.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total annual amounts for each person listed. The formula will calculate the amount to come from the contract)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $118,500) + 1.45% x salary (no limit)	**7.81%**	**$ 6,141.12**			6.11% Retiree Health Insurance		
Allyson Priest, RN	$ 3,698.70	$ 743.43	$ 1,209.13			$ 581.61	$ 6,233.00	$ 1,227
Carol Butler, FNP	$ 4,819.65	$ 836.45	$ 1,043.99			$ 654.38	$ 7,354.00	$ 1,250
Faye Collins, Med. Lab Technologist	$ 3,404.56	$ 312.79	$ 552.70			$ 244.71	$ 4,516.00	$ 406
Wanda Wilson, Proc. Asst. III	$ 2,202.28	$ 179.86	$ 491.29			$ 140.71	$ 3,014.00	$ 241
Angie Stanley, Pat. Relations Rep	$ 2,313.97	$ 165.34	$ 429.88			$ 129.35	$ 3,038.00	$ 213
Lisa Britt, RN	$ 3,845.20	$ 157.06	$ 245.64			$ 122.87	$ 4,371.00	$ 175
Sheila Bryan, RN	$ 3,886.35	$ 158.70	$ 245.64			$ 124.16	$ 4,415.00	$ 177
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 3,689

Narrative - enter in pink area any narrative necessary for fringes.

As all staff listed above are full time employees, they are entitled to benefits. All benefits are in coordination with those that are established by the County Commissioners. FICA is 7.65% of budgeted salary. Retirement is 7.81% of budgeted salary. HI is $6,141.12 annually. Retiree HI is 6.11% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Brunswick County Health Services

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 56,653.00	detail	Karen Cooper- Practice Manager, overseas the Health clinic functions and staff. Mary Nazzaro is the Lead Nurse for this program and will be responsible , with the listed Public Health Nurses and Community Health Assistants, for the direct care of the Family Planning clinic patients. The salaries are allocated between Family Planning and Maternal Health and the overall costs are supplemented by clinic fees and local funding.
	Fringe Benefits	$ 4,333.00	detail	FICA is @ 7.65% of budgeted salary.
	Other			
Total Human Resources		$ 60,986.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			

Contractor Budget Worksheet (DPHrev121814)

Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 60,986.00		

Salary & Fringe Worksheet

Local Health Department Brunswick County Health Department

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Karen Cooper - Practice Manager	30.28	$ 62,982	or		12	40.25%		$ 25,350
Mary Nazzaro - Lead PHN	26.73	$ 55,598	or		12	12.11%		$ 6,733
Virginia Inman - Public Health Nurse	25.56	$ 53,165	or		12	12.01%		$ 6,385
Jaime Miers - Public Health Nurse	26.53	$ 55,182	or		12	12.01%		$ 6,627
Vanessa Dixon -Comm Hlth Assist	13.25	$ 27,560	or		12	19.01%		$ 5,239
Linda Williams - Comm Hlth Assist	15.98	$ 33,238	or		12	19.01%		$ 6,319
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 56,653

Narrative - enter in pink area brief description name and duties for each staff listed above.

Karen Cooper- Practice Manager, overseas the Health clinic functions and staff. Mary Nazzaro is the Lead Nurse for this program and will be responsible , with the listed Public Health Nurses and Community Health Assistants, for the direct care of the Family Planning clinic patients. The salaries are allocated between Family Planning and Maternal Health and the overall costs are supplemented by clinic fees and local funding.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Life Insurance $100.00 and Disability @ .33%**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Karen Cooper - Practice Manager	$ 4,818.12						$ 4,818.00	$ 1,939
Mary Nazzaro - Lead PHN	$ 4,253.25						$ 4,253.00	$ 515
Virginia Inman - Public Health Nurse	$ 4,067.12						$ 4,067.00	$ 488
Jaime Miers - Public Health Nurse	$ 4,221.42						$ 4,221.00	$ 507
Vanessa Dixon -Comm Hlth Assist	$ 2,108.34						$ 2,108.00	$ 401
Linda Williams - Comm Hlth Assist	$ 2,542.71						$ 2,543.00	$ 483
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 4,333

Narrative - enter in pink area any narrative necessary for fringes.

FICA is @ 7.65% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Buncombe County Health and Human Services

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 57,441.00	detail	Jennifer Mullendore, Physician Director - Provides Medical Director oversight for Family Planning clinic and provides care to clients for annual visits, problem visits, method counseling and IUD/Nexplanon insertion/removal. Bonny Runion, Physician Extender - Provides care to clients for annual visits, problem visits, method counseling and IUD/Nexplanon insertion/removal. Consults with MD as needed. Wendy Young, Physician Extender - Provides care to clients for annual visits, problem visits, method counseling and IUD/Nexplanon insertion/removal. Consults with MD as needed. Lara Hackett, Nurse II - Provides care to client using standing orders. Visits include pregnancy tests, Quick Start, Depo appointments, emergency contraception, immunizations, and education and counseling. Molly Cassidy, Nurse III - Provides care to client using standing orders. Visits include pregnancy tests, Quick Start, Depo appointments, emergency contraception, immunizations, and education and counseling.
	Fringe Benefits	$ 22,791.00	detail	FICA at 7.65%; Retirement at 15.80%; Health Insurance at $17,000 per employee; Unemployment at $50 per employee; Worker's Comp at $320 per employee and Other at $83 per employee for life insurance.
	Other			
Total Human Resources		$ 80,232.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			

Contractor Budget Worksheet (DPHrev121814)

Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 80,232.00		

Salary & Fringe Worksheet

Local Health Department Buncombe County Health and Human Services

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide he total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Jennifer Mullendore, Physician Director		$ -	or	$ 214,894	2	22.00%		$ 7,879
Bonny Runion, Physician Extender		$ -	or	$ 106,626	10	22.00%		$ 19,548
Wendy Young, Physician Extender		$ -	or	$ 106,626	10	22.00%		$ 19,548
Lara Hackett, Nurse II		$ -	or	$ 69,717	4	22.04%		$ 5,122
Molly Cassidy, Nurse III		$ -	or	$ 72,841	4	22.01%		$ 5,344
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 57,441

Narrative - enter in pink area brief description name and duties for each staff listed above.

Jennifer Mullendore, Physician Director - Provides Medical Director oversight for Family Planning clinic and provides care to clients for annual visits, problem visits, method counseling and IUD/Nexplanon insertion/removal. Bonny Runion, Physician Extender - Provides care to clients for annual visits, problem visits, method counseling and IUD/Nexplanon insertion/removal. Consults with MD as needed. Wendy Young, Physician Extender - Provides care to clients for annual visits, problem visits, method counseling and IUD/Nexplanon insertion/removal. Consults with MD as needed. Lara Hackett, Nurse II - Provides care to client using standing orders. Visits include pregnancy tests, Quick Start, Depo appointments, emergency contraception, immunizations, and education and counseling. Molly Cassidy, Nurse III - Provides care to client using standing orders. Visits include pregnancy tests, Quick Start, Depo appointments, emergency contraception, immunizations, and education and counseling.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	FICA	Retirement/ 401K, etc.	Health/ Medical	Unemployment Insurance	Worker's Comp Insurance	Other (give detail here)	Annual Total	Budgeted Amount (Prorated)
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**15.80%**	**$17,000/employee**	**$50/employee**	**$320/employee**	**$83/employee**		
Jennifer Mullendore, Physician Director	$ 11,076.76	$ 33,400.00	$ 17,000.00	$ 50.00	$ 320.00	$ 83.00	$ 61,930.00	$ 2,271
Bonny Runion, Physician Extender	$ 8,156.89	$ 16,629.00	$ 17,000.00	$ 50.00	$ 320.00	$ 83.00	$ 42,239.00	$ 7,744
Wendy Young, Physician Extender	$ 8,156.89	$ 16,629.00	$ 17,000.00	$ 50.00	$ 320.00	$ 83.00	$ 42,239.00	$ 7,744
Lara Hackett, Nurse II	$ 5,333.35	$ 11,118.00	$ 17,000.00	$ 50.00	$ 320.00	$ 83.00	$ 33,904.00	$ 2,491
Molly Cassidy, Nurse III	$ 5,572.34	$ 11,605.00	$ 17,000.00	$ 50.00	$ 320.00	$ 83.00	$ 34,630.00	$ 2,541
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Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 22,791

Narrative - enter in pink area any narrative necessary for fringes.

FICA at 7.65%; Retirement at 15.80%; Health Insurance at $17,000 per employee; Unemployment at $50 per employee; Worker's Comp at $320 per employee and Other at $83 per employee for life insurance.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Burke County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 43,862.00	detail	Autumn Croft, RN, does exit interviews and dispenses birth control to clients both in family planning clinic and at interval visits. Karen Berry works in the lab and performs any lab functions needed. Marlena Charlet assists the provider in the exam room and completes all intake with client. Yesenia Gonzales interprets for our Hispanic clients. Lora Berry is the Women's Health Supervisor.
	Fringe Benefits	$ 3,355.00	detail	FICA is 7.65% of the budgeted salary.
	Other			
Total Human Resources		$ 47,217.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 13,476.00		130 LARCs @ $103.66 each (average cost per method) = $13,475.80 ~ $13,476.
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			

Contractor Budget Worksheet (DPHrev121814)

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 13,476.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 60,693.00		

Salary & Fringe Worksheet

Activity 151 - Family Planning

Local Health Department

Burke County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
Berry, Karen, Med Lab Technologist		$ -	or	$ 49,273	12	20.00%		$ 9,855
Gonzales, Yesenia, Interpreter II		$ -	or	$ 28,941	12	20.57%		$ 5,953
Charlet, Marlena, Program Asst IV		$ -	or	$ 26,584	12	35.01%		$ 9,307
Croft, Autumn, RN		$ -	or	$ 48,069	12	39.00%		$ 18,747
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 43,862

Narrative - enter in pink area brief description name and duties for each staff listed above.

Autumn Croft, RN, does exit interviews and dispenses birth control to clients both in family planning clinic and at interval visits. Karen Berry works in the lab and performs any lab functions needed. Marlena Charlet assists the provider in the exam room and completes all intake with client. Yesenia Gonzales interprets for our Hispanic clients. Lora Berry is the Women's Health Supervisor.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Berry, Karen, Med Lab Technologist	$ 3,769.38						$ 3,769.00	$ 754
Gonzales, Yesenia, Interpreter II	$ 2,213.99						$ 2,214.00	$ 455
Charlet, Marlena, Program Asst IV	$ 2,033.68						$ 2,034.00	$ 712
Croft, Autumn, RN	$ 3,677.28						$ 3,677.00	$ 1,434
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 3,355

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of the budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Cabarrus Health Alliance

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 63,048.00	detail	Salary to support .5 FTE Nurse Practitioner or Certified Nurse Midwife to provide clinical services in family planning setting. Services to include but not limited to: physical exams; STI screening and testing as indicated by risk; counseling/education related to all methods of contraception including abstinence and natural family planning; insertion and removal of IUDs; insertion and removal of Nexplanon. Also, salary for .2 FTE PHN to support Physician Extender; to interview, counsel and educate FP clients; and .2 FTE Interpreter to support both Physician Extender and PHN for non-English speaking (Spanish) clients.
	Fringe Benefits	$ 6,830.00	detail	FICA is 7.65% of budgeted salary. Retirement is 3.614% of budgeted salary. UI is 0.0763% of budgeted salary. WC is 0.1851% of budgeted salary.
	Other			
Total Human Resources		$ 69,878.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 17,182.00		Purchase for insertion for non-Medicaid eligible clients:10 Mirena IUDs @ $361.60 each = $3,616 and 34 Nexplanon @ $399 each = $13,566.
Equipment				
	Communication			
	Office			
	IT			

Contractor Budget Worksheet (DPHrev121814)

Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 17,182.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 87,060.00		

Salary & Fringe Worksheet

Local Health Department Cabarrus Health Alliance

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Physician Extender (NP/CNM)		$ -	or	$ 86,438	12	50.00%		$ 43,219
Registered Nurse -PHN I		$ -	or	$ 61,430	12	20.00%		$ 12,286
Interpreter		$ -	or	$ 37,713	12	20.00%		$ 7,543
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(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 63,048

Narrative - enter in pink area brief description name and duties for each staff listed above.

Salary to support .5 FTE Nurse Practitioner or Certified Nurse Midwife to provide clinical services in family planning setting. Services to include but not limited to: physical exams; STI screening and testing as indicated by risk; counseling/education related to all methods of contraception including abstinence and natural family planning; insertion and removal of IUDs; insertion and removal of Nexplanon. Also, salary for .2 FTE PHN to support Physician Extender; to interview, counsel and educate FP clients; and .2 FTE Interpreter to support both Physician Extender and PHN for non-English speaking (Spanish) clients.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**3.614 % of budgeted salary**		**0.0763% of budgeted salary**	**0.1851% of budgeted salary**			
Physician Extender (NP/CNM)	$ 6,612.51	$ 3,124.00		$ 66.00	$ 160.00		$ 9,963.00	$ 4,982
Registered Nurse -PHN I	$ 4,699.40	$ 888.27		$ 44.00	$ 99.00		$ 5,730.00	$ 1,146
Interpreter	$ 2,885.04	$ 545.36		$ 22.00	$ 56.00		$ 3,508.00	$ 702
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Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 6,830

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement is 3.614% of budgeted salary. UI is 0.0763% of budgeted salary. WC is 0.1851% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Caldwell County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 40,576.00	detail	RNs provide direct family planning services to clients. Katherine Longo is one of the clinic translators/MOAs who provides services in the family planning clinic. These staff members also provide clinical FP services to at-risk individuals under TANF.
	Fringe Benefits	$ 12,242.00	detail	FICA is 7.65% of budgeted salary. Retirement is 7.50% of budgeted salary. HI and dental is $532.82 per month. Life Insurance is a rate of $21.60.
	Other			
Total Human Resources		$ 52,818.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				

Contractor Budget Worksheet (DPHrev121814)

Advertising	$	3,700.00	Billboards: 4 billboards for 8 weeks = $400 each x 8 weeks = $3,200 Facebook Ad: $500/12 months = is $41.67 per month.
Audiovisual Presentations, Multimedia, TV, Radio Presentations			
Logos			
Promotional Items	$	2,972.00	Incentives for those receiving FP services to promote healthy and productive lives of teens and underserved individuals. Cup to remind to take meds: 300 cups x $2.90 each = $870 Condom/Pill Bags (consmetic bag): 500 bags x $3.82 each = $1,910 Set up and associated cost for product design: $192
Publications			
PSAs and Ads	$	3,560.00	Ads in Caldwell Journal (in print): 1/2 page ad for 4 weeks = $65/package x 16 packages (runs 64 weeks) = $1,040. KICKS radio ad: 40 times a week on one station for $840/month. Purchasing 3 months $840 per month x 3 months = $2,520.
Reprints			
Text translation			
Websites and Web Materials			
Total Operational Expenses	$	10,232.00	
Subcontracting and Grants			detail
Total Budgeted Expenditures	$	63,050.00	

Salary & Fringe Worksheet

Local Health Department Caldwell County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
April Hilario, RN	22.30	$ 46,384	or		12	25.00%		$ 11,596
Dottie Wilson, RN	22.09	$ 45,947	or		12	25.00%		$ 11,487
Katherine Longo	11.44	$ 23,795	or		12	20.00%		$ 4,759
Diana Kirk, RN	25.00	$ 52,000	or		12	15.00%		$ 7,800
Jackie Bunch, RN	23.72	$ 49,338	or		12	10.00%		$ 4,934
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 40,576

Narrative - enter in pink area brief description name and duties for each staff listed above.

RNs provide direct family planning services to clients. Katherine Longo is one of the clinic translators/MOAs who provides services in the family planning clinic. These staff members also provide clinical FP services to at-risk individuals under TANF.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	7.50%	$ 532.82			1.8		
April Hilario, RN	$ 3,548.38	$ 3,478.80	$ 6,393.84			$ 21.60	$ 13,443.00	$ 3,361
Dottie Wilson, RN	$ 3,514.95	$ 3,446.03	$ 6,393.84			$ 21.60	$ 13,377.00	$ 3,344
Katherine Longo	$ 1,820.32	$ 1,784.63	$ 6,393.84			$ 21.60	$ 10,021.00	$ 2,004
Diana Kirk, RN	$ 3,978.00	$ 3,900.00	$ 6,393.84			$ 21.60	$ 14,294.00	$ 2,144
Jackie Bunch, RN	$ 3,774.36	$ 3,700.35	$ 6,393.84			$ 21.60	$ 13,890.00	$ 1,389
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 12,242

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement is 7.50% of budgeted salary. HI and dental is $532.82 per month. Life Insurance is a rate of $21.60.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Carteret County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 55,067.00	detail	Physician Extender II: Jessica Harris (25.2%) - Provides Family Planning exams and follow-ups for patients requesting Family Planning services. PHN II - Christie Fulcher (12.5%) - Performs the following services for patients who request Family Planning services: Intake of patient history/reason for appointment; provides Family Planning education required educational components; assists provider with any further needs within nursing scope of practice. PHN II: Erica Johnson (45.5%) - Program Manager - Provides oversight to program activities. Also performs the following services for patients who request Family Planning services: Intake of patient history/reason for appointment; provides Family Planning education required educational components; assists provider with any further needs within nursing scope of practice.
	Fringe Benefits	$ 18,794.00	detail	Local Government Retirement: 7.85% Hospitalization, Dental, and Life Insurance $9,020 annually 401K: 5% of salary
	Other			
Total Human Resources		$ 73,861.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 73,341.00		**See List of Medical Supplies**
Equipment				
	Communication			
	Office			

Contractor Budget Worksheet (DPHrev121814)

IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 73,341.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 147,202.00		

Salary & Fringe Worksheet

Local Health Department Carteret County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Physician Extender II		$ -	or	$ 94,446	12	25.20%		$ 23,800
PHN II		$ -	or	$ 53,880	12	45.50%		$ 24,515
PHN II		$ -	or	$ 54,012	12	12.50%		$ 6,752
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 55,067

Narrative - enter in pink area brief description name and duties for each staff listed above.

Physician Extender II: Jessica Harris (25.2%) - Provides Family Planning exams and follow-ups for patients requesting Family Planning services.
PHN II - Christie Fulcher (12.5%) - Performs the following services for patients who request Family Planning services: Intake of patient history/reason for appointment; provides Family Planning education required educational components; assists provider with any further needs within nursing scope of practice.
PHN II: Erica Johnson (45.5%) - Program Manager - Provides oversight to program activities. Also performs the following services for patients who request Family Planning services: Intake of patient history/reason for appointment; provides Family Planning education required educational components; assists provider with any further needs within nursing scope of practice.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**401K**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.85%**	**$9020 annually**			**5%**		
Physician Extender II	$ 7,225.12	$ 7,414.01	$ 9,020.00			$ 4,722.30	$ 28,381.00	$ 7,152
PHN II	$ 4,121.82	$ 4,229.58	$ 9,020.00			$ 2,694.00	$ 20,066.00	$ 9,130
PHN II	$ 4,131.92	$ 4,239.94	$ 9,020.00			$ 2,700.60	$ 20,093.00	$ 2,512
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 18,794

Narrative - enter in pink area any narrative necessary for fringes.

Local Government Retirement: 7.85%
Hospitalization, Dental, and Life Insurance $9,020 annually
401K: 5% of salary

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: CASWELL COUNTY HEALTH DEPARTMENT

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	30,754.00	detail	2 FNP'S THAT PROVIDE DAILY CARE TO OUR FNP PATIENTS BUDGETED IN AT 12% OF SALARY, 1 NURSING SUPERVISOR WHO IS RESPONSIBLE FOR MANAGING PROGRAM REQUIREMENTS FOR FP PROGRAM AND ALSO SUPERVISES ALL OTHER NURSING STAFF AND WORKS IN THE FP PROGRAM. 1 MEDICAL OFFICE ASSISTANT WHO ROOMS PATIENTS AND DRAWS BLOOD AND MANAGES SUPPLIES FOR THE PROGRAM.
	Fringe Benefits	2,353.00	detail	FICA IS 7.65% OF BUDGETED SALARY.
	Other			
Total Human Resources		33,107.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	467.91		COPY PAPER 9 CASES @ APPROX $51.99 EACH = $467.91.
Equipment				
	Communication			
	Office	264.00		1 BROTHER PRINTER AT $159.00, 3 TONERS @ 35.00 EACH = $105. Total = $264.
	IT	1,644.09		1 HP Computer $1,644.09 desktop for accounting technican.
	Assistive Technology			
	Medical			
	Vehicles			

Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items	615.00	GAS VOUCHERS @ 5.00 EACH TO BE GIVEN TO NON MEDICAID CLIENTS WHO KEEP THEIR APPTS. (80 CLIENTS @ $5.00 EACH = $400.00) Chameleon Cups - color changing 12 oz each, 250 @ 0.86 each = $215.00. To be used at events to promote Womens Health Services.
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	2,991.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	36,098.00		

Salary & Fringe Worksheet

Local Health Department CASWELL COUNTY HEALTH DEPT

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate the prorated amount attributed to the contract.)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
FNP		-	or	87,568	12	12.00%		10,508
NURSING SUPERVISOR		-	or	64,855	12	12.00%		7,783
FNP		-	or	79,258	12	12.00%		9,511
MEDICAL OFFICE ASSISTANT		-	or	24,596	12	12.00%		2,952
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Enter title in this cell		-	or					-
Enter title in this cell		-	or					-
(For more staff, copy a row above, then insert the copied cell)								
Salary Subtotal								30,754

Narrative - enter in pink area brief description name and duties for each staff listed above.

2 FNP'S THAT PROVIDE DAILY CARE TO OUR FNP PATIENTS BUDGETED IN AT 12% OF SALARY, 1 NURSING SUPERVISOR WHO IS RESPONSIBLE FOR MANAGING PROGRAM REQUIREMENTS FOR FP PROGRAM AND ALSO SUPERVISES ALL OTHER NURSING STAFF AND WORKS IN THE FP PROGRAM. 1 MEDICAL OFFICE ASSISTANT WHO ROOMS PATIENTS AND DRAWS BLOOD AND MANAGES SUPPLIES FOR THE PROGRAM.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
FNP	6,698.95						6,699.00	804
NURSING SUPERVISOR	4,961.41						4,961.00	595
FNP	6,063.24						6,063.00	728
MEDICAL OFFICE ASSISTANT	1,881.59						1,882.00	226
Enter title in this cell	-						-	-
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(For more staff, copy a row above, then insert the copied cell)								
Fringe Subtotal								2,353

Narrative - enter in pink area any narrative necessary for fringes.

FICA IS 7.65% OF BUDGETED SALARY.

Contractor Budget Worksheet (DPHrev121814)
Agreement Addenda Activity No./Name: 151 Family Planning

Local Health Department Name: Catawba County Public Health

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	#REF!	detail	#REF!
	Fringe Benefits	#REF!	detail	#REF!
	Other	$ 19,136.00		Bilingual stipends. For spanish speaking staff - $2.30 per hour is added to their hourly rate. 4.0 FTEs receive this stipend. 40 hours weekly x 52 weeks x $2.30 per hour x 4 staff = $19,136.
Total Human Resources		#REF!		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other	$ 47,100.00		(Nexplanon - 57 @ $391.02 each = $22,288.14) (Depo - 974 @ $22.86 each = $22,265.64) (Mirena - 5 @ $311.41 each = $1,557.05) (Plan B - 7 @ $6.49 = $45.43) (Ella - 14 @ $18.86 each = $264.04) (Condoms - 10 Cases @ $52 each = $520.) (XLarge condoms - 2 cases @ $79.85 case = $159.70).
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Travel				
	Contractor Staff			
	Board Members Expense			
Utilities				
	Gas			
	Electric			
	Telephone			
	Water			
	Other			
Repair and Maintenance				
Staff Development				
Media/Communications				
	Advertising			
	Audiovisual Presentations, Multimedia, TV, Radio Presentations			
	Logos			
	Promotional Items			
	Publications			
	PSAs and Ads			
	Reprints			
	Text translation			
	Websites and Web Materials			

Contractor Budget Worksheet (DPHrev121814)

Rent		
Office Space		
Equipment		
Furniture		
Vehicles		
Other		
Professional Services		
Legal		
IT		
Accounting		
Payroll		
Security		
Dues and Subscriptions		
Other		
Audit Services		
Service Payments	$ 12,658.00	$8,658 for the reading of 481 pap smears at $18 each / $4000 for off site labs - 160 @ $25 each.
Incentives and Participants		
Insurance and Bonding		
Other	$ 6,000.00	Medical Consultant - $500 per month x 12 months = $6,000.
Total Operational Expenses/Capital Outlays	$ 65,758.00	
Subcontracting and Grants	$ 5,000.00 detail	The funding will be used to provide college scholarships for former Teen Up participants and Links eligible youth, incentives for program participation, and/or programming to expose youth to community educational, social, and cultural events such as college tours, etc. Funds will also be used to meet emergency needs of child bearing youth and women being served by the Family Support Team to serve child-bearing youth and women. The funds are also used to provide incentives for participation in community education events. Detail of above information: One scholarship of $2,000 which upon selection of youth to receive a check will be mailed to the college they will be attending. Financial stipends for five foster youth graduating from college will total $350 each, totaling = $1,750. 10 foster youth will receive a graduation celebration with family/friend invited, food, cake, and a graduation gift. This will total approximately $650; $65 per yuth. For emergency assistance we will budget $600 and assist 2 single teenage moms and their children, $300 each.
Indirect Cost		
Contractor Match		
Total Budged Expenditures	#REF!	

OR The cost per service line item is seperate from total budgeted expeditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.

Total Cost Per Service		

Contract Number: Catawba County **Subcontractor Budget Worksheet**

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow and pink shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden.

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages			
	Fringe Benefits			
	Other			
Total Human Resources		$ -		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Travel				
	Provider Staff			
	Board Members Expense			
Utilities				
	Gas			
	Electric			
	Telephone			
	Water			
	Other			
Repair and Maintenance				
Staff Development				
Media/Communications				
	Advertising			
	Audiovisual Presentations, Multimedia, TV, Radio Presentations			
	Logos			
	Promotional Items			
	Publications			
	PSAs and Ads			
	Reprints			
	Text translation			
	Websites and Web Materials			
Rent				
	Office Space			
	Equipment			
	Furniture			

Subcontractor Budget Worksheet

Vehicles		
Other		
Professional Services		
Legal		
IT		
Accounting		
Payroll		
Security		
Dues and Subscriptions		
Other		
Audit Services		
Service Payments		
Incentives and Participants	$ 5,000.00	The funding will be used to provide college scholarships for former Teen Up participants and Links eligible youth, incentives for program participation, and/or programming to expose youth to community educational, social, and cultural events such as college tours, etc. Funds will also be used to meet emergency needs of child bearing youth and women being served by the Family Support Team to serve child-bearing youth and women. The funds are also used to provide incentives for participation in community education events. Detail of above information: One scholarship of $2,000 which upon selection of youth to receive a check will be mailed to the college they will be attending. Financial stipends for five foster youth graduating from college will total $350 each, totaling = $1,750. 10 foster youth will receive a graduation celebration with family/friend invited, food, cake, and a graduation gift. This will total approximately $650; $65 per yuth. For emergency assistance we will budget $600 and assist 2 single teenage moms and their children, $300 each.
Insurance and Bonding		
Other		
Total Operational Expenses/Capital Outlays	$ 5,000.00	
Total Budged Expenditures	$ 5,000.00	

Contractor Budget Worksheet (DPHrev121814)

Local Health Department Name: Chatham County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 20,853.00	detail	Jesenia Alvarado-Ramos, PHN II, .29 FTE-works as a registered nurse in the Family Planning Clinic. Duties include: education of birth control methods, takes patient history, prepares patient to see the provider, follows up on missed Family Planning appointments, follows up on problems and abnormal paps, coordinates referrals on services not provided by the CCPHD. Rachel McInerney, FNP, .05 FTE- Duties include: reviews patient history, provides physical assessment, counsels patients regarding birth control methods and prescribes birth control.
	Fringe Benefits	$ 7,771.00	detail	Jesenia Alvarado-Ramos, PHN II and Rachel McInerney, FNP- Fringe Benefits: FICA - 7.65% of budgeted salary; General Retirement - 7.81% of budgeted salary; 401K - 4.5% of budgeted salary; Health Insurance costs - $10,164 annually; Dental Insurance costs - $428.00 annually; Life Insurance costs - $21.00 annually.
	Other			
Total Human Resources		$ 28,624.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other			

Contractor Budget Worksheet (DPHrev121814)

Equipment		
Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		
Travel		
Contractor Staff		
Board Members Expense		
Utilities		
Gas		
Electric		
Telephone		
Water		
Other		
Repair and Maintenance		
Staff Development		
Media/Communications		
Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Contractor Budget Worksheet (DPHrev121814)

Rent		
Office Space		
Equipment		
Furniture		
Vehicles		
Other		
Professional Services		
Legal		
IT	$ 6,909.00	Annual Software Maintenance Fee for EMR, Patagonia - $57,248.80 is prorated among 7 clinical programs- for a total of $8,178.40 per clinical program annually; $6,909.00 would be used to help cover the Family Planning clinic portion ($8,178.40) of the Annual Software Maintenance Fee.
Accounting		
Payroll		
Security		
Dues and Subscriptions		
Other		
Audit Services		
Service Payments		
Incentives and Participants		
Insurance and Bonding		
Other		
Total Operational Expenses/Capital Outlays	$ 6,909.00	
Subcontracting and Grants	$ 13,200.00 detail	Sandra Clark, MD serves as Medical Director for the Chatham County Health Department. 20% of her time is allocated toward the Family Planning clinic where her time is spent she develops standing orders, clinical policy development and direct patient care. The annual contract is $66,000- 20% of that allocated to Family Planning clinic is $13,200.00
Indirect Cost		

Contractor Match	
Total Budged Expenditures	$ 48,733.00

OR The cost per service line item is seperate from total budgeted expeditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.

Total Cost Per Service	

Salary & Fringe Worksheet **Activity Number/Name:** 0

Health Department Name: Chatham County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Jesenia Alvarado-Ramos, PHN II		$ -	or	$ 56,650	12	29.00%		$ 16,429
Rachel McInerney, FNP		$ -	or	$ 88,471	12	5.00%		$ 4,424
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 20,853

Narrative - enter in pink area brief description name and duties for each staff listed above.

Jesenia Alvarado-Ramos, PHN II, .29 FTE-works as a registered nurse in the Family Planning Clinic. Duties include: education of birth control methods, takes patient history, prepares patient to see the provider, follows up on missed Family Planning appointments, follows up on problems and abnormal paps, coordinates referrals on services not provided by the CCPHD.
Rachel McInerney, FNP, .05 FTE- Duties include: reviews patient history, provides physical assessment, counsels patients regarding birth control methods and prescribes birth control.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**Retirement-7.81% 401k-4.5%**	**$10,164 Annually**			**Dental Ins=$428.00 Life Ins=$21.00**		
Jesenia Alvarado-Ramos, PHN II	$ 4,333.73	$ 6,973.00	$ 10,164.00			$ 449.00	$ 21,920.00	$ 6,357
Rachel McInerney, FNP	$ 6,768.03	$ 10,891.00	$ 10,164.00			$ 449.00	$ 28,272.00	$ 1,414
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 7,771

Narrative - enter in pink area any narrative necessary for fringes.

Jesenia Alvarado-Ramos, PHN II and Rachel McInerney, FNP- Fringe Benefits: FICA - 7.65% of budgeted salary; General Retirement - 7.81% of budgeted salary; 401K - 4.5% of budgeted salary; Health Insurance costs - $10,164 annually; Dental Insurance costs - $428.00 annually; Life Insurance costs - $21.00 annually.

Subcontractor Budget Worksheet

Activity Number: Chatham County

Subcontractor Budget Worksheet

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow and pink shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden.

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 13,200.00		Sandra Clark, MD serves as Medical Director for the Chatham County Health Department. 20% of her time is allocated toward the Family Planning clinic where her time is spent on developing standing orders, clinical policy development and direct patient care. The annual contract is $66,000 - 20% of that is allocated to the Family Planning clinic - $13,200.00.
	Fringe Benefits			
	Other			
Total Human Resources		$ 13,200.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Travel				
	Provider Staff			

Subcontractor Budget Worksheet

Payroll		
Security		
Dues and Subscriptions		
Other		
Audit Services		
Service Payments		
Incentives and Participants		
Insurance and Bonding		
Other		
Total Operational Expenses/Capital Outlays	$ -	
Total Budged Expenditures	$ 13,200.00	

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Cherokee County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 27,638.00	detail	Alicea Mealer, RN, PHN I, will take patient medical history, HPI, provide education on FP contraceptive methods, and assist provider with exam portion of FP visit. Dr. Mary Lane will provide clinical services to patients seen in FP Clinic and will be responsible for signing standing orders and Policies and Procedures for FP Clinic while serving as Medical Director.
	Fringe Benefits	$ 7,398.00	detail	FICA is 7.65% of salary. Retirement is 7.86% of salary. Health Insurance is an annual rate of $8,400 per staff. Worker's Comp Insurance is approximately 0.003% of salary.
	Other			
Total Human Resources		$ 35,036.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			

Contractor Budget Worksheet (DPHrev121814)

Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 35,036.00		

Salary & Fringe Worksheet

Local Health Department Cherokee County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate the prorated amount attributed to the contract.)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
Dr. Mary Lane		$ -	or	$ 127,087	12	15.50%		$ 19,698
Alicea Mealer		$ -	or	$ 38,673	12	20.53%		$ 7,940
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 27,638

Narrative - enter in pink area brief description name and duties for each staff listed above.

Alicea Mealer, RN, PHN I, will take patient medical history, HPI, provide education on FP contraceptive methods, and assist provider with exam portion of FP visit. Dr. Mary Lane will provide clinical services to patients seen in FP Clinic and will be responsible for signing standing orders and Policies and Procedures for FP Clinic while serving as Medical Director.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.86%X Salary**						
Dr. Mary Lane	$ 9,722.16	$ 9,989.04	$ 8,400.00		$ 393.97		$ 28,505.00	$ 4,418
Alicea Mealer	$ 2,958.48	$ 3,038.83	$ 8,400.00		$ 119.85		$ 14,517.00	$ 2,980
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 7,398

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of salary. Retirement is 7.86% of salary. Health Insurance is an annual rate of $8,400 per staff. Worker's Comp Insurance is approximately 0.003% of salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Clay County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 23,724.00	detail	FNP provide direct patient care including exams, placing LARCs and ordering treatments. PHNII support the physician extenders by providing nursing care, assessments, patient teaching and administering treatments and medications.
	Fringe Benefits	$ 5,356.00	detail	FICA is 7.65% of budgeted salary. Retirement is 7.40% of budgeted salary. HI is $7,205 annually per staff.
	Other			
Total Human Resources		$ 29,080.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				

Contractor Budget Worksheet (DPHrev121814)

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 29,080.00		

Salary & Fringe Worksheet

Local Health Department Clay County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Enter title in this cell		$ -	or					$ -
FNP		$ -	or	$ 86,280	12	14.779%		$ 12,751
PHNII		$ -	or	$ 44,282	12	24.78%		$ 10,973
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 23,724

Narrative - enter in pink area brief description name and duties for each staff listed above.

FNP provide direct patient care including exams, placing LARCs and ordering treatments.
PHNII support the physician extenders by providing nursing care, assessments, patient teaching and administering treatments and medications.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.40%**	**$7,205 Annually**					
Enter title in this cell	$ -						$ -	$ -
FNP	$ 6,600.42	$ 6,385.00	$ -				$ 12,985.00	$ 1,919
PHNII	$ 3,387.57	$ 3,277.00	$ 7,205.00				$ 13,870.00	$ 3,437
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 5,356

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement is 7.40% of budgeted salary. HI is $7,205 annually per staff.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Cleveland County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 49,902.00	detail	1) Physician - works in Family Planning to do physicals, evaluate patients, prescribe birth control methods, make referrals and other tasks related to Family Planning clinical duties. 2) PHN III works in Family Planning as Charge Nurse. Other duties include pre/post interviews with patients and assist with nurse visits. 3) PHN III works in Family Planning to assist Physician and Physician Extender, administer injections, pre/post interviews and nurse visits. 4) Physician Extender - works in Family Planning to do physicals, evaluate patients, prescribe birth control methods, make referrals and other tasks related to Family Planning clinical duties. All positions do education as needed. $16,569 (TANF funds) of the total Salaries/Fringe will be used to provide services to at-risk individuals who are not covered by Medicaid.
	Fringe Benefits	$ 14,105.00	detail	Fringe benefits include FICA/Medicare - 7.65% of salaries. Retirement is 7.58%, 401K is 5%, health insurance is $9780 per year and dental is $180 per year for PHN III positions.
	Other			$16,569 in TANF funds is for Salary and Fringes.
Total Human Resources		$ 64,007.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 1,545.00		Medical supplies: Speculum $129/cs x 8 = $1,032 and a portion of 7 cases of gloves @ $160/cs = $1,120. Total $2,152. Only $1,545 will be budgeted for these purchases. The remaining will come from local funding.
Equipment				
	Communication			

Contractor Budget Worksheet (DPHrev121814)

Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other	$ 12,775.00	Purchase of long acting reversible contraceptives: 30 Nexplanon @$400 each = $12,000, 2 Paragard @ $250 each= $500 and 5 Liletta @ $55 each = $275 for a total of $12,775. WHSF funds = $12,775.

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 14,320.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 78,327.00		

Salary & Fringe Worksheet | **151/Family Planning**

Local Health Department | Cleveland County

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Physician		$ -	or	$ 64,896	9	23.14%		$ 11,263
PHN III		$ -	or	$ 49,692	12	31.00%		$ 15,405
PHN III		$ -	or	$ 55,758	12	31.00%		$ 17,285
Physician Extender		$ -	or	$ 22,880	12	26.00%		$ 5,949
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 49,902

Narrative - enter in pink area brief description name and duties for each staff listed above.

1) Physician - works in Family Planning to do physicals, evaluate patients, prescribe birth control methods, make referrals and other tasks related to Family Planning clinical duties. 2) PHN III works in Family Planning as Charge Nurse. Other duties include pre/post interviews with patients and assist with nurse visits. 3) PHN III works in Family Planning to assist Physician and Physician Extender, administer injections, pre/post interviews and nurse visits. 4) Physician Extender - works in Family Planning to do physicals, evaluate patients, prescribe birth control methods, make referrals and other tasks related to Family Planning clinical duties. All positions do education as needed. $16,569 (TANF funds) of the total Salaries/Fringe will be used to provide services to at-risk individuals who are not covered by Medicaid.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.58%/Retirement/ 5% 401K**	**Health/Dental $9,780/$180 annually**					
Physician	$ 4,964.54						$ 4,965.00	$ 862
PHN III	$ 3,801.44	$ 6,251.25	$ 9,960.00				$ 20,012.00	$ 6,204
PHN III	$ 4,265.49	$ 7,014.36	$ 9,960.00				$ 21,239.00	$ 6,584
Physician Extender	$ 1,750.32						$ 1,750.00	$ 455
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 14,105

Narrative - enter in pink area any narrative necessary for fringes.

Fringe benefits include FICA/Medicare - 7.65% of salaries. Retirement is 7.58%, 401K is 5%, health insurance is $9780 per year and dental is $180 per year for PHN III positions.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Columbus County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 45,698.00	detail	Dr. Aycock works in our FP Clinic 2 days a week (15 hours a week) seeing patients providing all of their FP needs from consultation to insertions of IUD's. 15/hrs a week x $100 per hr = $1,500/week. $1,500/weekly x 52 weeks = $78,000.00
	Fringe Benefits	$ 3,496.00	detail	Dr. Aycock is considered PT and only participates in taxes no other benefits. FICA is 7.65% of budgeted salary.
	Other			
Total Human Resources		$ 49,194.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				

Contractor Budget Worksheet (DPHrev121814)

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 49,194.00		

Salary & Fringe Worksheet

Local Health Department Columbus County

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Dr. Susan Aycok		$ -	or	$ 78,000	12	58.587%		$ 45,698
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 45,698

Narrative - enter in pink area brief description name and duties for each staff listed above.

Dr. Aycock works in our FP Clinic 2 days a week (15 hours a week) seeing patients providing all of their FP needs from consultation to insertions of IUD's. 15/hrs a week x $100 per hr = $1,500/week. $1,500/weekly x 52 weeks = $78,000.00

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Dr. Susan Aycok	$ 5,967.00						$ 5,967.00	$ 3,496
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 3,496

Narrative - enter in pink area any narrative necessary for fringes.

Dr. Aycock is considered PT and only participates in taxes no other benefits. FICA is 7.65% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Craven County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 62,570.00	detail	Tracy McIlwean (PHN Supervisor) - Supervises family planning staff members and provides oversight to program activities; Lauren Meadows (PHN III) - Family Planning Clinic Coordinator who provides direct patient services in the FP clinic; Amy Salter (LPN II) -provides direct patient care with accessing patients medical histories and contraceptive methods, Shelia Williams (Comm Health Asst) - responsible for working up FP patients and collecting HT, WT, BP and urine specimens as needed; Bondeana Johnson (Office Asst) - responsible for ordering all needed office supplies, medical supplies, prescription drugs, etc. Also delivers supplies and processes invoices. Jessie Tarplin (Processing Asst) - checks the patient into the system, conducts interview to gather personal and financial information, confirms appointments, scans client information, etc.
	Fringe Benefits	$ -	detail	No Fringe Benefits are being budgeted for the above mentioned salaries.
	Other	$ 23,892.00		Contract Nurse Practitioner (K.Mathews) $62.22/hr x 8hrs/wk x 48 wks = $23,892.46 ~ $23,892.00. NP will provide Family Planning services as well as consultation & advice on clinic standards. She provides direct patient care, assesses medical histories, diagnoses, and prescribes contraceptive methods.
Total Human Resources		$ 86,462.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				

Contractor Budget Worksheet (DPHrev121814)

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 86,462.00		

Salary & Fringe Worksheet | **Title X Family Planning**

Local Health Department | **Craven County Health Department**

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
PHN Supervisor (McIlwean)		$ -	or	$ 66,606	12	30.00%		$ 19,982
PHN III (Meadows)		$ -	or	$ 55,213	12	25.00%		$ 13,803
LPN II (Salter)		$ -	or	$ 32,967	12	25.00%		$ 8,242
Comm. Health Asst (Williams)		$ -	or	$ 28,636	12	25.00%		$ 7,159
Office Asst V (Johnson)		$ -	or	$ 31,454	12	25.00%		$ 7,864
Processing Asst III (Tarplin)		$ -	or	$ 27,600	12	20.00%		$ 5,520
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 62,570

Narrative - enter in pink area brief description name and duties for each staff listed above.

Tracy McIlwean (PHN Supervisor) - Supervises family planning staff members and provides oversight to program activities; Lauren Meadows (PHN III) - Family Planning Clinic Coordinator who provides direct patient services in the FP clinic; Amy Salter (LPN II) -provides direct patient care with accessing patients medical histories and contraceptive methods, Shelia Williams (Comm Health Asst) - responsible for working up FP patients and collecting HT, WT, BP and urine specimens as needed; Bondeana Johnson (Office Asst) - responsible for ordering all needed office supplies, medical supplies, prescription drugs, etc. Also delivers supplies and processes invoices. Jessie Tarplin (Processing Asst) - checks the patient into the system, conducts interview to gather personal and financial information, confirms appointments, scans client information, etc.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Cumberland County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 171,392.00	detail	Public Health Nurse Supv I- Manage Family Planning Clinic to ensure patient needs are met and Family Planning guidelines are met. Public Health Nurse III- Manages daily operations of the Family Planning Clinic Public Health Nurse II- Patient education and counseling Public Health Nurse I -Direct care, provides interviews, educates and counsels patients Processing Asst IV- (1) Greets patients, answers phones, schedules appointments, checks patients out and collects payments due for visits, enters encounter forms. Foreign Language Interpreters (1) -Provides Spanish interpretation services within the clinic. Medical Office Asst- Assists nurses and providers with patient care. Keeps exam rooms stocked with necessary supplies. Prepares exam room for next patient. Nutritionist- Counsels patients on proper nutrition PA- Provides direct clinical services Social Worker- Pregnancy tests/counsels patients.
	Fringe Benefits	$ 13,112.00	detail	FICA is 7.65% of budgeted salary.
	Other			
Total Human Resources		$ 184,504.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 541.00		Purchase of copy paper 10 cases @ $29.88 per case = $298.80; printer cartridges 4 @$21.66 per cartridge = $86.64; printer cartridge 1 @143.98; pens and pencils - 2 packs x $5.79 each = $11.58
Equipment				

Contractor Budget Worksheet (DPHrev121814)

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 541.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 185,045.00		

Salary & Fringe Worksheet

Local Health Department Cumberland County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
PUBLIC HEALTH NURSE SUPV I		$ -	or	$ 65,138	12	25.00%		$ 16,285
PUBLIC HEALTH NURSE III		$ -	or	$ 58,041	12	40.00%		$ 23,216
PUBLIC HEALTH NURSE II		$ -	or	$ 51,730	12	40.00%		$ 20,692
PUBLIC HEALTH NURSE I		$ -	or	$ 49,520	12	40.00%		$ 19,808
PROCESSING ASST IV		$ -	or	$ 28,692	12	35.00%		$ 10,042
FOREIGN LANG INTERPRETER		$ -	or	$ 33,671	12	25.00%		$ 8,418
MEDICAL OFFICE ASST		$ -	or	$ 28,168	12	45.00%		$ 12,676
SOCIAL WORKER		$ -	or	$ 49,218	12	15.00%		$ 7,383
PA		$ -	or	$ 91,215	12	50.00%		$ 45,608
NUTRITIONIST		$ -	or	$ 48,425	12	15.00%		$ 7,264
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 171,392

Narrative - enter in pink area brief description name and duties for each staff listed above.

Public Health Nurse Supv I- Manage Family Planning Clinic to ensure patient needs are met and Family Planning guidelines are met. **Public Health Nurse III-** Manages daily operations of the Family Planning Clinic **Public Health Nurse II-** Patient education and counseling **Public Health Nurse I -**Direct care, provides interviews, educates and counsels patients **Processing Asst IV- (1)** Greets patients, answers phones, schedules appointments, checks patients out and collects payments due for visits, enters encounter forms. **Foreign Language Interpreters (1) -**Provides Spanish interpretation services within the clinic. **Medical Office Asst-** Assists nurses and providers with patient care. Keeps exam rooms stocked with necessary supplies. Prepares exam room for next patient. **Nutritionist-** Counsels patients on proper nutrition **PA-** Provides direct clinical services **Social Worker-** Pregnancy tests/counsels patients.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
PUBLIC HEALTH NURSE SUPV I	$ 4,983.06						$ 4,983.00	$ 1,246
PUBLIC HEALTH NURSE III	$ 4,440.14						$ 4,440.00	$ 1,776
PUBLIC HEALTH NURSE II	$ 3,957.35						$ 3,957.00	$ 1,583
PUBLIC HEALTH NURSE I	$ 3,788.28						$ 3,788.00	$ 1,515
PROCESSING ASST IV	$ 2,194.94						$ 2,195.00	$ 768
FOREIGN LANG INTERPRETER	$ 2,575.83						$ 2,576.00	$ 644
MEDICAL OFFICE ASST	$ 2,154.85						$ 2,155.00	$ 970
SOCIAL WORKER	$ 3,765.18						$ 3,765.00	$ 565
PA	$ 6,977.95						$ 6,978.00	$ 3,489
NUTRITIONIST	$ 3,704.51						$ 3,705.00	$ 556
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 13,112

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151 Family Planning

Local Health Department Name: Dare County DHHS Public Health Division

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 28,957.00	detail	Cynthia Burton, Family Planning Nurse Coordinator - Provides family planning nursing duties & assures that the guidelines set by the Agreement Addendum are followed. Donna Lowcher, Nurse Practioner - Provides family planning nurse practioner services. Frances Smyth, Physicians Assistant, provides services to family planning patients
	Fringe Benefits	$ 7,197.00	detail	FICA is 7.65% of budgeted salary. Retirement is 7.59% of salary. HI is $10,582 annually.
	Other			
Total Human Resources		$ 36,154.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			

Contractor Budget Worksheet (DPHrev121814)

Legal			
IT			
Accounting			
Payroll			
Security			
Dues and Subscriptions			
Other			
Audit Services			
Service Payments			
Incentives and Participants			
Insurance and Bonding			
Other			
Total Operational Expenses/Capital Outlays	$ -		
Subcontracting and Grants		detail	
Indirect Cost			
Contractor Match			
Total Budged Expenditures	$ 36,154.00		

OR The cost per service line item is seperate from total budgeted expeditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.

Total Cost Per Service		

Salary & Fringe Worksheet **Activity Number/Name:** **151 Family Planning**

Health Department Name: Dare County DHHS Public Health Division

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Cynthia Burton		$ -	or	$ 53,309	12	15.90%		$ 8,476
Donna Lowcher		$ -	or	$ 75,000	12	13.20%		$ 9,900
Frances Smyth		$ -	or	$ 80,773	12	13.10%		$ 10,581
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 28,957

Narrative - enter in pink area brief description name and duties for each staff listed above.

Cynthia Burton, Family Planning Nurse Coordinator - Provides family planning nursing duties & assures that the guidelines set by the Agreement Addendum are followed. Donna Lowcher, Nurse Practioner - Provides family planning nurse practioner services. Frances Smyth, Physicians Assistant, provides services to family planning patients.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.59%**						
Cynthia Burton	$ 4,078.14	$ 4,046.15	$ -				$ 8,124.00	$ 1,292
Donna Lowcher	$ 5,737.50	$ 5,692.50	$ 10,582.00				$ 22,013.00	$ 2,906
Frances Smyth	$ 6,179.13	$ 6,130.67	$ 10,582.00				$ 22,892.00	$ 2,999
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 7,197

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement is 7.59% of salary. HI is $10,582 annually.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Davidson County Health Department

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 52,780.00	detail	Rosa Albertson - Public Health Nurse II - Performs the following Family Planning services for our patients. 1) Intake of patient history/reason for appointment. 2) Provide Family Planning education required components. 3) Assist medical providers with any further needs within nursing scope of practice.
	Fringe Benefits	$ 19,310.00	detail	Fringe rates are set by County Administration: FICA 7.65% - Retirement - 9.25% - Workman Compensation - 2.89% - Medical Insurance $9,053/annual.
	Other			
Total Human Resources		$ 72,090.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 3,776.00		Disposable vaginal speculums - 13 cases @ $172.32 per case. Approximately $2,240.16 Urine Pregnancy tests - 24 boxes(50 per box) @ $64 per box. Approximately $1,536.00
Equipment				
	Communication			
	Office			

Contractor Budget Worksheet (DPHrev121814)

IT	$ 3,232.00	1- laptop computer, docking station and pen @ $1,636 for PHN II to capture data, entering data into electronic medical health record and completing documentation for abnormal pap smear follow -up of Family Planning patients. 3-Thermal printers @ $532.00/ea - $1,596.00 for Family Planning staff to print patient labels for forms and lab specimens in Family Planning clinic.
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 7,008.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 79,098.00		

Salary & Fringe Worksheet

Local Health Department Davidson County Health Department

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
Public Health Nurse II		$ -	or	$ 52,780	12	100.00%		$ 52,780
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 52,780

Narrative - enter in pink area brief description name and duties for each staff listed above.

Rosa Albertson - Public Health Nurse II - Performs the following Family Planning services for our patients. 1) Intake of patient history/reason for appointment. 2) Provide Family Planning education required components. 3) Assist medical providers with any further needs within nursing scope of practice.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**9.25%**	**Annual amount - $9,053.00**		**2.89%**			
Public Health Nurse II	$ 4,037.67	$ 4,855.00	$ 9,053.00		$ 1,364.00		$ 19,310.00	$ 19,310
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 19,310

Narrative - enter in pink area any narrative necessary for fringes.

Fringe rates are set by County Administration: FICA 7.65% - Retirement - 9.25% - Workman Compensation - 2.89% - Medical Insurance $9,053/annual.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Davie County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
				Davie County Health Department employed 2 medical providers for the agency whose duties incorporated Family Planning Services until March 30, 2018. Rebecca MaMahan, FNP retired on March 30, 2018. The agency has 1 medical provider at the present time and her name is Tona Cornazter, PA. The medical provider completes the following items for clients who request Family Planning services; 1) Review of client history/reason for visit, 2) Complete physical exam for women and/or men for Family Planning services, 3) Order special labs not obtain per nurse standing orders, 4) Provide client education pertaining to requested birth control, and 5) Make referrals for services beyond the scope of the program/agency. The agency nurses complete the following items for clients who request Family Planning services; 1) Intake of client history/reason for visit, 2) Collect labs for Family Planning Program per nurse standing orders, 3) Provide Family Planning education required components, and 4) Assist medical providers with any further needs within nursing scope of practice.
	Salary/Wages	$ 29,703.00	detail	
	Fringe Benefits	$ 9,374.00	detail	FICA is 7.65% of budgeted salary. Retirement is 10.83% of budgeted salary. HI is an annual rate of $9,900.
	Other			
Total Human Resources		$ 39,077.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				

Contractor Budget Worksheet (DPHrev121814)

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 39,077.00		

Salary & Fringe Worksheet

Local Health Department Davie County Health Department

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Tona Cornatzer		$ -	or	$ 94,516	12	13.24%		$ 12,509
LuAnn Angell		$ -	or	$ 66,516	12	13.00%		$ 8,647
Rhonda Mock		$ -	or	$ 65,745	12	13.00%		$ 8,547
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 29,703

Narrative - enter in pink area brief description name and duties for each staff listed above.

Davie County Health Department employed 2 medical providers for the agency whose duties incorporated Family Planning Services until March 30, 2018. Rebecca MaMahan, FNP retired on March 30, 2018. The agency has 1 medical provider at the present time and her name is Tona Cornazter, PA. The medical provider completes the following items for clients who request Family Planning services; 1) Review of client history/reason for visit, 2) Complete physical exam for women and/or men for Family Planning services, 3) Order special labs not obtain per nurse standing orders, 4) Provide client education pertaining to requested birth control, and 5) Make referrals for services beyond the scope of the program/agency. The agency nurses complete the following items for clients who request Family Planning services; 1) Intake of client history/reason for visit, 2) Collect labs for Family Planning Program per nurse standing orders, 3) Provide Family Planning education required components, and 4) Assist medical providers with any further needs within nursing scope of practice.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**10.83%**	**$ 9,900.00**					
Tona Cornatzer	$ 7,230.47	$ 10,236.08	$ 9,900.00				$ 27,366.00	$ 3,623
LuAnn Angell	$ 5,088.47	$ 7,203.68	$ 9,900.00				$ 22,192.00	$ 2,885
Rhonda Mock	$ 5,029.49	$ 7,120.18	$ 9,900.00				$ 22,049.00	$ 2,866
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 9,374

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement is 10.83% of budgeted salary. HI is an annual rate of $9,900.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Duplin County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 46,687.00	detail	L. Reardon, FNP - .3 FTE - works as a Nurse Practitioner in Family Planning. She performs the physicals on patients that present for family planning services. J. Williams, RN, .5 FTE, works as a registered nurse for Family Planning. She takes histories, makes assessments, reviews labs, and administers medication to patients who present themselves for family planning services.
	Fringe Benefits	$ 13,555.00	detail	FICA - 7.65% of salary. Retirement - approximately 7.59% of salary. Health Insurance - annual rate of $8,488 per staff. Worker's Comp - approximately 0.35% of salary.
	Other			
Total Human Resources		$ 60,242.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			

Contractor Budget Worksheet (DPHrev121814)

IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 60,242.00		

Salary & Fringe Worksheet

Local Health Department Duplin County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Lecia Reardon, FNP		$ -	or	$ 94,233	12	26.969%		$ 25,414
Jordan Williams, RN		$ -	or	$ 45,289	12	46.971%		$ 21,273
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 46,687

Narrative - enter in pink area brief description name and duties for each staff listed above.

L. Reardon, FNP - .3 FTE - works as a Nurse Practitioner in Family Planning. She performs the physicals on patients that present for family planning services. J. Williams, RN, .5 FTE, works as a registered nurse for Family Planning. She takes histories, makes assessments, reviews labs, and administers medication to patients who present themselves for family planning services.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.56%**	**$8,488**		**0.35%**			
Lecia Reardon, FNP	$ 7,208.82	$ 7,153.00	$ 8,488.00		$ 330.00		$ 23,180.00	$ 6,251
Jordan Williams, RN	$ 3,464.61	$ 3,438.00	$ 8,488.00		$ 159.00		$ 15,550.00	$ 7,304
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 13,555

Narrative - enter in pink area any narrative necessary for fringes.

FICA - 7.65% of salary. Retirement - approximately 7.59% of salary. Health Insurance - annual rate of $8,488 per staff. Worker's Comp - approximately 0.35% of salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Durham County Department of Public Health

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 58,824.00	detail	Laraine Nielsen, a registered nurses in the Family Planning Clinic, take histories, counsel on birth control methods, administer injections for patients who present themselves for contraceptive services. Eula Robertson, a nursing assistant (CHA) in the Family planning clinic checks vital signs of patients presenting for contraceptive services. Stocks and cleans exam rooms in Family Planning Clinic where contraceptive services are provided.
	Fringe Benefits	$ 4,500.00	detail	FICA Is 7.65% of budgeted salary.
	Other			
Total Human Resources		$ 63,324.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 34,409.00		$34,409.00 for Long Acting Reversible Contraceptive (LARC) devises as itemized below: Liletta @ $47.01 each x 51 = $2,397.51 Mirena @ $330.18 each x 15 = $4,952.70 Nexplanons @ $399.00 each x 50 = $19,950.00 Paragards @ $245.13 each x 29 = $7,108.77 Total: $34,408.98 ~ $34,409
Equipment				
	Communication			
	Office			

Contractor Budget Worksheet (DPHrev121814)

IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 34,409.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 97,733.00		

Salary & Fringe Worksheet | **151 / Family Planning (Title X)**

Local Health Department | Durham County Department of Public Health

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Laraine Nielsen, SR PHN 8990		$ -	or	$ 60,420	12	60.00%		$ 36,252
Eula Robertson, CHA 1054		$ -	or	$ 37,620	12	60.00%		$ 22,572
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 58,824

Narrative - enter in pink area brief description name and duties for each staff listed above.

Laraine Nielsen, a registered nurses in the Family Planning Clinic, take histories, counsel on birth control methods, administer injections for patients who present themselves for contraceptive services. Eula Robertson, a nursing assistant (CHA) in the Family planning clinic checks vital signs of patients presenting for contraceptive services. Stocks and cleans exam rooms in Family Planning Clinic where contraceptive services are provided.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Laraine Nielsen, SR PHN 8990	$ 4,622.13						$ 4,622.00	$ 2,773
Eula Robertson, CHA 1054	$ 2,877.93						$ 2,878.00	$ 1,727
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 4,500

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Edgecombe County Health Department

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 51,300.00	detail	Vacant FNP or PA Position 60% in Family Planning Budget. This provider will provide family planning services at the Rocky Mount Branch Office of the Edgecombe County Health Department.
	Fringe Benefits	$ 9,154.00	detail	FICA is 7.65% times Salary, Retirement is 7.75% of Salary, 401K is 2% times Salary and Insurance is $10.500.00 per Employee. Unemployment is $30.00.
	Other			
Total Human Resources		$ 60,454.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				
	Advertising			

Contractor Budget Worksheet (DPHrev121814)

Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 60,454.00		

Salary & Fringe Worksheet

Local Health Department Edgecombe County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
Vacant FNP Position		$ -	or	$ 85,500	12	60.00%		$ 51,300
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 51,300

Narrative - enter in pink area brief description name and duties for each staff listed above.

Vacant FNP or PA Position 60% in Family Planning Budget. This provider will provide family planning services at the Rocky Mount Branch Office of the Edgecombe County Health Department.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.75% x salary+2%x salary**	**60% of $10,500.00 per employee**	**UI rate - $30.00**				
Vacant FNP Position	$ 3,924.45	$ 5,001.75	$ 6,300.00	$ 30.00			$ 15,256.00	$ 9,154
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(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 9,154

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% times Salary, Retirement is 7.75% of Salary, 401K is 2% times Salary and Insurance is $10.500.00 per Employee. Unemployment is $30.00.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151 - Family Planning

Local Health Department Name: Forsyth County Department of Public Health

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 74,514.00	detail	1. Margaret Speas - Physician Assistant - Provides physical exams, birth control method, counseling and education as needed. 2. Robin Burton - LPN - Obtains history and labs per standing orders and assist provider as needed. 3. Felicia Moore - Health Educator - Provides education on various birth control methods. 4. Judd Caudell - Sr. Physician Assistant - Provides overall supervision of Family Planning program and provides clinical duties such as physical exams, birth control method, counseling and education as needed.
	Fringe Benefits	$ 5,701.00	detail	FICA - $7.65% of budgeted salary.
	Other			
Total Human Resources		$ 80,215.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other	$15,862		LARC's - Nexplanon - 35 at $364 =$12,740 Mirena - 6 at $235 = $1,410 Liletta - 14 at $50 = $700 Paraguard - 4 at $253 = $1,012 Total = $15,862.

Contractor Budget Worksheet (DPHrev121814)

Equipment		
Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		
Media/Communications		
Advertising	$1,172.00	1 Bus Ad at $800 = $800; 3 Que Pasa Ads at $124 = $372 Total = $1,172.
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		
Total Operational Expenses/Capital Outlays	$ 17,034.00	
Subcontracting and Grants		detail
Indirect Cost		
Contractor Match		

Contractor Budget Worksheet (DPHrev121814)

Total Budged Expenditures $ 97,249.00

OR The cost per service line item is seperate from total budgeted expeditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.

Total Cost Per Service

Salary & Fringe Worksheet **Activity Number/Name:** **151 - Family Planning**

Health Department Name: Forsyth County Department of Public Health

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula will calculate the amount to come from the contract)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Margaret Speas, Physician Assistant	36.84	$ 76,627	or		12	30.00%		$ 22,988
Robin Burton, LPN	17.00	$ 35,360	or		12	30.00%		$ 10,608
Felicia Moore, Health Educator(TANF)	18.00	$ 37,440	or		12	32.00%		$ 11,981
Judd Caudell, Sr. Physician Assistant	40.00	$ 83,200	or		12	34.78%		$ 28,937
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		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 74,514

Narrative - enter in pink area brief description name and duties for each staff listed above.

1. Margaret Speas - Physician Assistant - Provides physical exams, birth control method, counseling and education as needed.
2. Robin Burton - LPN - Obtains history and labs per standing orders and assist provider as needed.
3. Felicia Moore - Health Educator - Provides education on various birth control methods.
4. Judd Caudell - Sr. Physician Assistant - Provides overall supervision of Family Planning program and provides clinical duties such as physical exams, birth control method, counseling and education as needed.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total annual amounts for each person listed. The formula will calculate the amount to come from the contract)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $118,500) + 1.45% x salary (no limit)							
Margaret Speas, Physician Assistant	$ 5,861.97						$ 5,862.00	$ 1,759
Robin Burton, LPN	$ 2,705.04						$ 2,705.00	$ 812
Felicia Moore, Health Educator(TANF)	$ 2,864.16						$ 2,864.00	$ 916
Judd Caudell, Sr. Physician Assistant	$ 6,364.80						$ 6,365.00	$ 2,214
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Enter title in this cell	$ -						$ -	$ -
0	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 5,701

Narrative - enter in pink area any narrative necessary for fringes.

FICA - $7.65% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Franklin County Health Department

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 36,316.00	detail	Neta Paquette is Family Planning Coordinator and spends around 70% of her time working in this program. She provides services which include take histories, counsel on birth control methods, administer injections for patients who present themselves for contraceptive services. takes vital signs, etc.
	Fringe Benefits	$ 13,050.00	detail	FICA is 7.65% of budgeted salary. Retirement is 7.75% of budgeted salary. HI is an annual rate of $9,513. 401K is % of budgeted salary.
	Other			
Total Human Resources		$ 49,366.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				
	Advertising			

Contractor Budget Worksheet (DPHrev121814)

Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 49,366.00		

Salary & Fringe Worksheet

Local Health Department Franklin County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Neta Paquette - FP Coordinator		$ -	or	$ 57,530	12	63.125%		$ 36,316
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 36,316

Narrative - enter in pink area brief description name and duties for each staff listed above.

Neta Paquette is Family Planning Coordinator and spends around 70% of her time working in this program. She provides services which include take histories, counsel on birth control methods, administer injections for patients who present themselves for contraceptive services. takes vital signs, etc.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.75%**	**$ 9,513.00**			**401K 4%**		
Neta Paquette - FP Coordinator	$ 4,401.05	$ 4,458.58	$ 9,513.00			$ 2,301.20	$ 20,674.00	$ 13,050
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 13,050

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement is 7.75% of budgeted salary. HI is an annual rate of $9,513. 401K is % of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Gaston County Department of Health and Human Services — Public Health Division

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 119,735.00		Purchase Nexplanon for uninsured or under-insured patients 265 devices x $399.00 per device = $105,735.00; Depo-Provera 250 doses x $26.00 per dose = $6,500; Liletta IUD 150 x $50.00 per IUD = $7,500.
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				
	Advertising			
	Audiovisual Presentations, Multimedia, TV, Radio Presentations			
	Logos			
	Promotional Items	$ 12,525.00		250 Cell Phone Power Bank Chargers X $7.75/each = $1,937.50; 288 Vacuum-Insulated Bottles x $9.75/each = $2,808; 1,000 Drawstring Sports packs X $ 4.99/each = $4,990.00; 5,000 Lexus Stylus Pen x $0.47/each = $2,350.00; Set-up fee for imprinting items with DHHS Logo - $439.50.

Contractor Budget Worksheet (DPHrev121814)

Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials	$ 5,750.00	$750.00 for a 1 -year subscription for PowToon's animated presentations used on social media - Facebook, Instagram, Snap Chat. $750 x 1 annual subscription = $750. $5,000 to post additional presentations about Family Planning services and topics on social media sites. $5,000/12 months = $416.67 per month.

Total Operational Expenses	$ 138,010.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 138,010.00		

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Graham County Department of Public Health

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 27,060.00	detail	Meghan Phillips, RN is the coordinator for the Family Planning Program. Ms. Phillips provides physical exams to Family Planning patients and discuss and order birth control methods. Lorita Eller, RN is her supervisor.
	Fringe Benefits	$ 2,071.00	detail	FICA is 7.65% of budgeted salary.
	Other			
Total Human Resources		$ 29,131.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				
	Advertising			
	Audiovisual Presentations,			

Contractor Budget Worksheet (DPHrev121814)

Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 29,131.00		

Salary & Fringe Worksheet

Local Health Department Graham County Department of Public Health

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
Meghan Phillips, RN		$ -	or	$ 46,238	12	50.00%		$ 23,119
Lorita Eller, RN		$ -	or	$ 58,968	12	6.684%		$ 3,941
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(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 27,060

Narrative - enter in pink area brief description name and duties for each staff listed above.

Meghan Phillips, RN is the coordinator for the Family Planning Program. Ms. Phillips provides physical exams to Family Planning patients and discuss and order birth control methods. Lorita Eller, RN is her supervisor.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Meghan Phillips, RN	$ 3,537.21						$ 3,537.00	$ 1,769
Lorita Eller, RN	$ 4,511.05						$ 4,511.00	$ 302
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(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 2,071

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Greene County Department of Public Health

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 29,175.00	detail	Physician Extender III (17.25%) - Karen Evans - (TANF/Title X) assess all Family Planning patients in clinic; write prescriptions; order medical tests as clinically necessary; enter information into electronic health record; provide information to upper management as necessary; practice manager for electronic health record; conduct TANF activities as needed and document time spent conducting activities on staff activity record. PHNII (19%) - Lisa Miller - (TANF/Title X)Lead Nurse - interviews patients for Physician Extender II; enter patient information into electronic health record; schedules mammograms and other referral appointments needed for Family Planning patients with outside providers; help write policies and procedures for Family Planning program; responsible for preparation for Family Planning clinical program review; manage inventory of all Family methods and make orders for items needed for Family Planning clinic; responsible for conducting TANF activities and reflecting time spent on staff activity record. OA IV(19.94%) - Denise Fernandez - responsible for conducting financial interviews and collecting insurance information and payments from all Family Planning patients; schedule appointments for Family Planning patients; answer telephones; scan financial documentation into the electronic health record for all Family Planning patients; scan insurance information for all Family Planning patients; provide management support for all nursing staff.
	Fringe Benefits	$ 8,449.00	detail	Fringe Benefits included in this detailed budget are as follows: FICA - 7.65%; Retirement/ 401K - 7.62%; and HI - a flat rate of $7,236 annually per staff member.
	Other			
Total Human Resources		$ 37,624.00		
Operational Expenses				

Contractor Budget Worksheet (DPHrev121814)

Supplies and Materials

Furniture	
Other	

Equipment

Communication	
Office	
IT	
Assistive Technology	
Medical	
Vehicles	
Scientific	
Other	

Media/Communications

Advertising	
Audiovisual Presentations, Multimedia, TV, Radio Presentations	
Logos	
Promotional Items	
Publications	
PSAs and Ads	
Reprints	
Text translation	
Websites and Web Materials	

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 37,624.00		

Salary & Fringe Worksheet

Local Health Department Greene County Department of Public Health

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate he prorated amount attributed to he contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Physician Extender III		$ -	or	$ 76,826	12	17.25%		$ 13,252
Public Health Nurse II		$ -	or	$ 60,794	12	19.00%		$ 11,551
Office Assistant IV		$ -	or	$ 23,082	12	18.94%		$ 4,372
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(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 29,175

Narrative - enter in pink area brief description name and duties for each staff listed above.

Physician Extender III (17.25%) - Karen Evans - (TANF/Title X) assess all Family Planning patients in clinic; write prescriptions; order medical tests as clinically necessary; enter information into electronic health record; provide information to upper management as necessary; practice manager for electronic health record; conduct TANF activities as needed and document time spent conducting activities on staff activity record. PHNII (19%) - Lisa Miller - (TANF/Title X)Lead Nurse - interviews patients for Physician Extender II; enter patient information into electronic health record; schedules mammograms and other referral appointments needed for Family Planning patients with outside providers; help write policies and procedures for Family Planning program; responsible for preparation for Family Planning clinical program review; manage inventory of all Family methods and make orders for items needed for Family Planning clinic; responsible for conducting TANF activities and reflecting time spent on staff activity record. OA IV(19.94%) - Denise Fernandez - responsible for conducting financial interviews and collecting insurance information and payments from all Family Planning patients; schedule appointments for Family Planning patients; answer telephones; scan financial documentation into the electronic health record for all Family Planning patients; scan insurance information for all Family Planning patients; provide management support for all nursing staff.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.62%**	**$7,236 annually per employee**					
Physician Extender III	$ 5,877.19	$ 5,854.14	$ 7,236.00				$ 18,967.00	$ 3,272
Public Health Nurse II	$ 4,650.74	$ 4,632.50	$ 7,236.00				$ 16,520.00	$ 3,139
Office Assistant IV	$ 1,765.77	$ 1,758.85	$ 7,236.00				$ 10,761.00	$ 2,038
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 8,449

Narrative - enter in pink area any narrative necessary for fringes.

Fringe Benefits included in this detailed budget are as follows: FICA - 7.65%; Retirement/ 401K - 7.62%; and HI - a flat rate of $7,236 annually per staff member.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151 Family Panning

Local Health Department Name: Guilford County Department of Health and Human Services - Public Health Division

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 33,194.00	detail	Ashley Carson FNP, John Triplett PA, Margareta Montoya WHNP, Terri Burleson FNP, and Heather Jones ANP work the specified hours above in the Family Planning Clinic providing services for men and women seeking reproductive health care. Catherine Richardson, Community Health Educator, coordinates the Regional Vasectomy Program, providing training for other counties' FP staff, counseling to males seeking the services, and submitting reports to the NC Women's Health Branch.
	Fringe Benefits	$ 11,451.00	detail	Fringe benefits for the employees listed above. These are budgeted estimate for fringe amounts. 4FICA is 7.65% of budgeted salary. $01K and Retirement are combined for a total of 12%. Health Insurance is estimated at a flat rate of $10,689.27 for employees hired after 2009 we have a Health Savings Account at a flat rate of $325.89. Workman's Comp is less than 1% of budgeted salary but rates vary per staff. Longevity is based on years of services for employees hired before 2009. After 5 years of continuous services it is issued in $100.00 increases yearly to a max of $3,000.00.
	Other			
Total Human Resources		$ 44,645.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other	$ 98,721.00		(IUD AND NEXPLANONS) Nexplanon 129 @ avg of $399 each = $51,471. IUD (Marena, Skyla, Paraguard) 150 @ avg of $315 each $47,250.
Equipment				

Contractor Budget Worksheet (DPHrev121814)

Rent			
Office Space			
Equipment			
Furniture			
Vehicles			
Other			
Professional Services			
Legal			
IT			
Accounting			
Payroll			
Security			
Dues and Subscriptions			
Other			
Audit Services			
Service Payments			
Incentives and Participants			
Insurance and Bonding			
Other			
Total Operational Expenses/Capital Outlays	$ 98,721.00		
Subcontracting and Grants	$ 34,800.00	detail	Contract with regional vasectomy providers to perform 58 procedures at 600.00 each = $34,800.
Indirect Cost			
Contractor Match			
Total Budged Expenditures	$ 178,166.00		

Salary & Fringe Worksheet **Activity Number/Name:** 151

Health Department Name: GUILFORD COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF PUBLIC HEALTH

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula will calculate the amount to come from the contract)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
CARSON, ASHLEY PHYSICIAN EXTENDER SPECIALIST	42.61	$ 88,629	or		12	6.526%		$ 5,784
TRIPLETT, JOHN PHYSICIAN EXTERNDER SPECIALIST	46.00	$ 95,680	or		12	6.520%		$ 6,238
MONTOYA, MARGARETA PHYSICIAN EXTENDER SPECIALIST	38.66	$ 80,413	or		12	6.520%		$ 5,243
BURLESON, TERRI SR. PHYSICIAN EXTNDER	48.89	$ 101,691	or		12	6.520%		$ 6,630
JONES, HEATHER PHYSICIAN EXTENDER SPECIALIST	38.57	$ 80,226	or		12	6.520%		$ 5,231
RICHARDSON, CATHERINE COMMUNITY HEALTH EDUCATOR	30.00	$ 62,400	or		12	6.520%		$ 4,068
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 33,194

Narrative - enter in pink area brief description name and duties for each staff listed above.

Ashley Carson FNP, John Triplett PA, Margareta Montoya WHNP, Terri Burleson FNP, and Heather Jones ANP work the specified hours above in the Family Planning Clinic providing services for men and women seeking reproductive health care. Catherine Richardson, Community Health Educator, coordinates the Regional Vasectomy Program, providing training for other counties' FP staff, counseling to males seeking the services, and submitting reports to the NC Women's Health Branch.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total annual amounts for each person listed. The formula will calculate the amount to come from the contract)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $118,500) + 1.45% x salary (no limit)	**Retirement @ 8% And 401K @ 4%**	**Flat Rate**			**Longevity or Health Savings Account**		
CARSON, ASHLEY PHYSICIAN EXTENDER SPECIALIST	$ 6,780.12	$ 10,635.48	$ 10,689.27		$ 488.89	$ 1,300.00	$ 29,893.00	$ 1,951
TRIPLETT, JOHN PHYSICIAN EXTERNDER SPECIALIST	$ 7,319.52	$ 11,481.60	$ 10,689.27		$ 446.22	$ 3,000.00	$ 32,937.00	$ 2,147
MONTOYA, MARGARETA PHYSICIAN EXTENDER SPECIALIST	$ 6,151.59	$ 9,649.56	$ 10,689.27		$ 402.66	$ 325.89	$ 27,220.00	$ 1,775
BURLESON, TERRI SR. PHYSICIAN EXTNDER	$ 7,779.36	$ 12,202.92	$ 10,689.27		$ 489.78	$ 1,900.00	$ 33,061.00	$ 2,156
JONES, HEATHER PHYSICIAN EXTENDER SPECIALIST	$ 6,137.29	$ 9,627.12	$ 10,689.27		$ 426.96	$ 325.89	$ 27,206.00	$ 1,774
RICHARDSON, CATHERINE COMMUNITY HEALTH EDUCATOR	$ 4,773.60	$ 7,488.00	$ 10,689.27		$ 929.20	$ 1,400.00	$ 25,280.00	$ 1,648
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 11,451

Narrative - enter in pink area any narrative necessary for fringes.

Fringe benefits for the employees listed above. These are budgeted estimate for fringe amounts. 4FICA is 7.65% of budgeted salary. $01K and Retirement are combined for a total of 12%. Health Insurance is estimated at a flat rate of $10,689.27 for employees hired after 2009 we have a Health Savings Account at a flat rate of $325.89. Workman's Comp is less than 1% of budgeted salary but rates vary per staff. Longevity is based on years of services for employees hired before 2009. After 5 years of continuous services it is issued in $100.00 increases yearly to a max of $3,000.00.

Subcontractor Budget Worksheet

Activity Number: Guilford County

Subcontractor Budget Worksheet

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow and pink shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden.

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages			
	Fringe Benefits			
	Other			
Total Human Resources		$ -		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Travel				
	Provider Staff			
	Board Members Expense			
Utilities				
	Gas			

Subcontractor Budget Worksheet

Other

Audit Services		
Service Payments		
Incentives and Participants		
Insurance and Bonding		
Other	$	34,800.00
Total Operational Expenses/Capital Outlays	$	34,800.00
Total Budged Expenditures	$	34,800.00

Contract with regional vasectomy providers to perform 58 procedures at 600.00 each = $34,800.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151 Family Planning

Local Health Department Name: Granville-Vance District health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 61,002.00	detail	Public Health Nurses providing direct clinical services to Family Planning clients in Granville and Vance counties. Certified Nurse Midwife providing direct clinical services to Family Planning clients in Granville and Vance counties. Interpreters providing foreign language services to Family Planning clients in Granville and Vance counties. Processing Assistants providing management support services to Family Planning clients in Granville and Vance counties. LPN medical lab technician providing direct clinical services to Family Planning clients in Granville and Vance counties.
	Fringe Benefits	$ 12,774.00	detail	FICA is 7.65% of budgeted salary. Retirement match rate of 6.74% for all staff within the program. Health Insurance annual rate is $5,760 per employee. Estimated unemployment Insurance rate is 1.5% and estimated worker's comp rate is 2%.
	Other			
Total Human Resources		$ 73,776.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other	$ 17,200.00		LARCS at approximately $400 each and Exam Light at approximately $1,200 40 LARCs x $400 each = $16,000. 1 Exam Light @ $1,200 each = $1,200.

Contractor Budget Worksheet (DPHrev121814)

Equipment

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses/Capital Outlays	$ 17,200.00		
Subcontracting and Grants		detail	
Total Budged Expenditures	$ 90,976.00		

Salary & Fringe Worksheet **Activity Number/Name:** **151 Family Planning**

Health Department Name: Granville-Vance District health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula will calculate the amount to come from the contract)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
Debbie Martini, RN		$ -	or	$ 56,981	12	20.00%		$ 11,396
Ebony Tate, CNM		$ -	or	$ 68,268	12	17.00%		$ 11,606
Kristin Choate, RN		$ -	or	$ 47,135	12	17.00%		$ 8,013
Judy Smith, RN		$ -	or	$ 53,298	12	15.00%		$ 7,995
Kathy Jackson		$ -	or	$ 27,799	12	15.00%		$ 4,170
Louella Smith, LPN		$ -	or	$ 41,240	12	10.00%		$ 4,124
Leigh Anne Fowler, RN		$ -	or	$ 61,228	12	10.00%		$ 6,123
Fatima Guteriez		$ -	or	$ 29,056	12	15.00%		$ 4,358
Chantel Cronk		$ -	or	$ 33,882	12	5.00%		$ 1,694
Billie James		$ -	or	$ 30,695	12	4.9610%		$ 1,523
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 61,002

Narrative - enter in pink area brief description name and duties for each staff listed above.

Public Health Nurses providing direct clinical services to Family Planning clients in Granville and Vance counties.
Certified Nurse Midwife providing direct clinical services to Family Planning clients in Granville and Vance counties.
Interpreters providing foreign language services to Family Planning clients in Granville and Vance counties.
Assistants providing management support services to Family Planning clients in Granville and Vance counties.
technician providing direct clinical services to Family Planning clients in Granville and Vance counties

Processing
LPN medical lab

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total annual amounts for each person listed. The formula will calculate the amount to come from the contract)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $118,500) + 1.45% x salary (no limit)	**6.74%**	**$ 5,760.00**	**1.50%**	**2%**			
Debbie Martini, RN	$ 4,359.05	$ 3,840.52	$ -	$ 854.72	$ 1,139.62		$ 10,195.00	$ 2,039
Ebony Tate, CNM	$ 5,222.50	$ 4,601.26	$ 5,760.00	$ 1,024.02	$ 1,365.36		$ 17,973.00	$ 3,055
Kristin Choate, RN	$ 3,605.83	$ 3,176.90	$ 5,760.00	$ 707.03	$ 942.70		$ 14,193.00	$ 2,413
Judy Smith, RN	$ 4,077.30	$ 3,592.29	$ 5,761.00	$ 799.47	$ 1,065.96		$ 15,295.00	$ 2,294
Kathy Jackson	$ 2,126.62	$ 1,873.65	$ 5,760.00	$ 416.99	$ 555.98		$ 10,734.00	$ 1,610
Louella Smith, LPN	$ 3,154.86						$ 3,155.00	$ 316
Leigh Anne Fowler, RN	$ 4,683.94						$ 4,684.00	$ 468
Fatima Guteriez	$ 2,222.78						$ 2,223.00	$ 333
Chantel Cronk	$ 2,591.97						$ 2,592.00	$ 130
Billie James	$ 2,348.17						$ 2,348.00	$ 116
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 12,774

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement match rate of 6.74% for all staff within the program. Health Insurance annual rate is $5,760 per employee. Estimated unemployment Insurance rate is 1.5% and estimated worker's comp rate is 2%.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Halifax County Health Department

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 38,044.00	detail	Lisa Tudor, RN, FP Coord, PHNIII, 1.0FTE performs the following duties for patients who requests Family Planning Services: 1. Intake of patient history/reason for appointment; 2. Provide Family Planning Program educational components;3. Assess medical providers with any further needs within nursing scope of practice.
	Fringe Benefits	$ 12,449.00	detail	FICA is 7.65% of budgeted salary. Retirement is 7.59% of budgeted salary. HI is an annual cost of $8,376. UI is 2.01% of budgeted salary. WC is 2.105% of budgeted salary.
	Other			
Total Human Resources		$ 50,493.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT	$3,592.00		IT equipment: Desktop computer: 2 computers @ $1,419.00 each for FP coordinator and FP Supervisor to use to document in electronic medical record, to capture data and submit appropriate report to the WHB.= $2,838.00. 2 laser printers @ $377.00 each for the FP coordinator and FP supervisor to print reports materials and program policies.= $754.00.
	Assistive Technology			
	Medical			
	Vehicles			

Contractor Budget Worksheet (DPHrev121814)

Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations	$ 6,305.00	RR SPIN website Ad banner $225.00 per month x 12 months = **$2,700**; for vacancies, for promoting program, continuous adv all (WPTM radio, 1002.3. 99.5) RADIO AD 60 SECOND $38 EACH @ 6 PER MONTH @ 5 MONTHS @ = **$1,140**: ROANOKE CINEMA 493 MONTH @ $5 each = **$2,465** :HI LIGHT CERVICAL CANCER MONTH, FOLIC ACID, TEEN PREG PREVENTION MONTH, APRIL STD PREVENTION MONTH & BREAST CANCER MONTH)
Logos		
Promotional Items		
Publications	$2,400.00	Healthy Mom Educational booklet $8.00 each x 300= $2,400.
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 12,297.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 62,790.00		

Salary & Fringe Worksheet

Local Health Department Halifax County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Lisa Tudor, RN, FP Coord		$ -	or	$ 62,718	12	38.00%		$ 23,833
Linda Arrington, RN		$ -	or	$ 62,718	12	22.659%		$ 14,211
		$ -	or					$ -
		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 38,044

Narrative - enter in pink area brief description name and duties for each staff listed above.

Lisa Tudor, RN, FP Coord, PHNIII, 1.0FTE performs the following duties for patients who requests Family Planning Services: 1. Intake of patient history/reason for appointment; 2. Provide Family Planning Program educational components;3. Assess medical providers with any further needs within nursing scope of practice.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.56%**	**$8,376**	**2.01%**	**2.105%**			
Lisa Tudor, RN, FP Coord	$ 4,797.93	$ 4,768.00	$ 8,376.00	$ 1,261.00	$ 1,320.00		$ 20,523.00	$ 7,799
Linda Arrington, RN	$ 4,797.93	$ 4,768.00	$ 8,376.00	$ 1,261.00	$ 1,320.00		$ 20,523.00	$ 4,650
							$ -	$ -
	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 12,449

Narrative - enter in pink area any narrative necessary for fringes.

Contract Budget Worksheet

Agreement Accounting Activity Name: 151/Family Planning

Local Health Department Name: Harnett County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 41,594.00	detail	Eldridge, Sheley- Physician Ext II Mid-Level Provider for examinations, assessments and prescribes Family Planning medications as indicated Faircloth, Brittney--PHN II Pre-counseling and education for Family Planning patients and dispensing Family Planning drugs, assists the Physician Extender II Fenn, Melissa-Physician Ext II Mid-Level Provider for examinations, assessments and prescribes Family Planning medications as indicated Kokozska, Angela-PHN II Birth Control refills, pregnancy test counseling, administration and counseling of injectable contraceptives.
	Fringe Benefits	$ 13,262.00	detail	FICA-7.65% of salary. Retirement/401k-7.56% Retirement 2.00% 401k of salary. Health/Medical-$775 medical plus AD&D and Life Insurance which are based on salary ranges of employees. Unemployment Insurance-.50% of salary. Worker's Compensation-Varies-based on employee's position/salary. Other-CLINIC: County provides an Employee Sick Clinic-this is a $15/mo benefit to employees. DENTAL: County provides Dental Insurance to employees at $31/mo.
	Other			
Total Human Resources		$ 54,856.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			

Contractor Budget Worksheet (DPHrev121

Other	$ 16,245.00	LARCS: $16,041 TOTAL Nexplanon: 19 devices @ $399 = $7,581. Mirena IUD: 36 devices @ $235 = $8,460. Medicall Supplies - 2 Boxes Lighted Speculums @ $102/box=$204.
Equipment		
Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		
Travel		
Contractor Staff		
Board Members Expense		
Utilities		
Gas		
Electric		
Telephone		
Water		
Other		
Repair and Maintenance		
Staff Development		
Media/Communications		
Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		

Contractor Budget Worksheet (DPHrev121

Insurance and Bonding			
Other			
Total Operational Expenses/Capital Outlays	$ 16,245.00		
Subcontracting and Grants		detail	
Indirect Cost			
Contractor Match			
Total Budged Expenditures	$ 71,101.00		

OR The cost per service line item is seperate from total budgeted expeditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.

Total Cost Per Service		

Salary & Fringe Worksheet **Activity Number/Name:** **151/Family Planning**

Health Department Name: Harnett County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Eldridge, Sheley -Physician Ext II		$ -	or	$ 89,675	12	10.00%		$ 8,968
Faircloth, Brittney-PHN II		$ -	or	$ 53,108	12	13.00%		$ 6,904
Fenn, Melissa-Physician Ext II		$ -	or	$ 77,057	12	25.00%		$ 19,264
Kokozska, Angela-PHN II		$ -	or	$ 64,578	12	10.00%		$ 6,458
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 41,594

Narrative - enter in pink area brief description name and duties for each staff listed above.

Eldridge, Sheley- Physician Ext II Mid-Level Provider for examinations, assessments and prescribes Family Planning medications as indicated
Faircloth, Brittney--PHN II Pre-counseling and education for Family Planning patients and dispensing Family Planning drugs, assists the Physician Extender II
Fenn, Melissa-Physician Ext II Mid-Level Provider for examinations, assessments and prescribes Family Planning medications as indicated
Kokozska, Angela-PHN II Birth Control refills, pregnancy test counseling, administration and counseling of injectable contraceptives.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other: Clinic Dental**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**9.56% 7.56 Retirement 2.00 401K**	**Hlth Ins $775 AD&D & Life-based on salary**	**.50% of Salary**	**Varies per staff based on salary /position**	**$46/month**		
Eldridge, Sheley -Physician Ext II	$ 6,860.14	$ 8,572.93	$ 9,429.60	$ 448.38	$ 259.20	$ 552.00	$ 26,122.00	$ 2,612
Faircloth, Brittney-PHN II	$ 4,062.76	$ 5,077.12	$ 9,377.76	$ 265.54	$ 153.48	$ 552.00	$ 19,489.00	$ 2,534
Fenn, Melissa-Physician Ext II	$ 5,894.86	$ 7,366.65	$ 9,412.32	$ 385.29	$ 222.72	$ 552.00	$ 23,834.00	$ 5,959
Kokozska, Angela-PHN II	$ 4,940.22	$ 6,173.66	$ 9,393.60	$ 322.89	$ 186.60	$ 552.00	$ 21,570.00	$ 2,157
Enter title in this cell	$ -	$ 9,924.33	$ 9,449.76	$ 519.06	$ 300.00	$ 552.00	$ 20,745.00	$ -
Enter title in this cell	$ -	$ 3,927.34	$ 9,360.48	$ 205.41	$ 118.68	$ 552.00	$ 14,163.00	$ -
Enter title in this cell	$ -	$ 6,942.09	$ 9,405.12	$ 363.08	$ 209.88	$ 552.00	$ 17,472.00	$ -
Enter title in this cell	$ -	$ 6,173.66	$ 9,393.60	$ 322.89	$ 186.60	$ 552.00	$ 16,630.00	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 13,262

Narrative - enter in pink area any narrative necessary for fringes.

FICA-7.65% of salary.
Retirement/401k-7.56% Retirement 2.00% 401k of salary.
Health/Medical-$775 medical plus AD&D and Life Insurance which are based on salary ranges of employees.
Unemployment Insurance-.50% of salary.
Worker's Compensation-Varies-based on employee's position/salary.
Other-CLINIC: County provides an Employee Sick Clinic-this is a $15/mo benefit to employees. DENTAL: County provides Dental Insurance to employees at $31/mo.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: #151 Family Planning

Local Health Department Name: Haywood County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 32,857.00	detail	"RN Family Planning. Provides counseling and education, administers Depo-Provera shots. Manages Birth control pill supply." NP: Examines FP pts, inserts IUD's, Writes Rx for BC pills
	Fringe Benefits	$ 4,264.00	detail	The following fringe benefits are being funded: FICA - 7.65% of total salary; Retirement/401K - 0.0725% of prorated salary; HI - $9,300 * % worked in FP clinic; UI - 0.006% of prorated salary; WC - .02% of prorated salary; and LI - $52.80 * % worked in FP clinic.
	Other			
Total Human Resources		$ 37,121.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other	$ 12,910.00		>Provide clinical family planning services to at risk individuals who are not covered by Medicaid. 6 Mirena @ $294.30 = $1,765.80; 16 Nexplanons @399.00=$6,384.00; 5 Skyla @ 399.00 = $1,995.00; 8 Paragard @ $264.50 = $2,116. MultiVitamins with folic acid at $1.65 per 100 ct total 394 bottles= $650.10. Total - $12,910.10 ~ $12,910.
Equipment				
	Communication			
	Office			
	IT			

Contractor Budget Worksheet (DPHrev121814)

Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints	$ 300.00	FP brochures at .60 ea for 375 English/125 Spanish= $300
Text translation		
Websites and Web Materials		

Total Operational Expenses/Capital Outlays	$ 13,210.00		
Subcontracting and Grants		detail	
Total Budged Expenditures	$ 50,331.00		

Salary & Fringe Worksheet **Contract Number:** **#151 Family Planning**

Contractor: Haywood County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula will calculate the amount to come from the contract)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
RN FP	21.00	$ 43,680	or		12	30.00%		$ 13,104
NP	39.90	$ 82,992	or		12	10.00%		$ 8,299
		$ -	or		12	0.00%		$ -
RN	29.58	$ 61,526	or		12	5.00%		$ 3,076
Lab Tech	22.65	$ 47,112	or		12	3.00%		$ 1,413
		$ -	or		12	0.00%		$ -
Lab tech	17.31	$ 36,005	or		12	5.00%		$ 1,800
		$ -	or		12	0.00%		$ -
Interpreter	12.51	$ 26,021	or		12	5.00%		$ 1,301
		$ -	or		12	0.00%		$ -
		$ -	or					$ -
RN	34.24	$ 71,219	or		12	5.426%		$ 3,864
		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 32,857

Narrative - enter in pink area brief description name and duties for each staff listed above.

"RN Family Planning. Provides counseling and education, administers Depo-Provera shots. Manages Birth control pill supply."

NP: Examines FP pts, inserts IUD's, Writes Rx for BC pills

Lab Tech: Draws blood for FP lab. Interpreter: foreign language and/or sign for FP patients.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total annual amounts for each person listed. The formula will calculate the amount to come from the contract)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $118,500) + 1.45% x salary (no limit)	**0.0725**	**$ 11,000.00**	**0.006**	**0.02**	**52.8**		
RN FP	$ 3,341.52	$ 950.04	$ 3,266.00	$ 78.62	$ 266.08	$ 15.84	$ 7,919.00	$ 2,376
NP	$ 6,348.89	$ 601.68	$ 1,090.00	$ 49.79	$ 165.98	$ 5.28	$ 8,262.00	$ 826
0	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
RN	$ 4,706.74	$ 223.01	$ 540.00	$ 18.46	$ 61.52	$ 2.64	$ 5,553.00	$ 278
Lab Tech	$ 3,604.07	$ 102.44	$ 320.00	$ 8.48	$ 250.26	$ 1.58	$ 4,286.00	$ 129
0	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab tech	$ 2,754.38	$ 130.50	$ 540.00	$ 10.80	$ 36.00	$ 2.64	$ 3,475.00	$ 174
0	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interpreter	$ 1,990.61	$ 94.32	$ 540.00	$ 7.81	$ 26.02	$ 2.64	$ 2,662.00	$ 133
0	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
0	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
RN	$ 5,448.25	$ 280.14	$ 586.86	$ 23.18	$ 77.28	$ 2.86	$ 6,418.00	$ 348
0	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 4,264

Narrative - enter in pink area any narrative necessary for fringes.

The following fringe benefits are being funded: FICA - 7.65% of total salary; Retirement/401K - 0.0725% of prorated salary; HI - $9,300 * % worked in FP clinic; UI - 0.006% of prorated salary; WC - .02% of prorated salary; and LI - $52.80 * % worked in FP clinic.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: HENDERSON COUNTY DEPARTMENT OF PUBLIC HEALTH

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 51,850.00	detail	This budget reflects family planning services provided by 3 Advanced Practice Practitioners who are supported by 3 registered nurses. The above named staff provide more that the percentage of time listed here and other staff provide additional services but this is the percentage covered by the FP budget. Our clinical services are provided using a Family Practice model. Each provider sees any patient she is qualified to see on any day. PA and FNP see all patient types. CNM and WHNP see women patients in the FP,MH, or STD programs. Each mid-level provider is paired with a PHN II who provides nursing services in the same program.
	Fringe Benefits	$ 3,968.00	detail	FICA is 7.65% of budgeted salary.
	Other			
Total Human Resources		$ 55,818.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 3,459.00		Medical supplies for FP Services. Medical supplies include such items as gauze, sodium chloride, band aids, alcohol swabs, butterfly needles, surgical exam gloves, etc. $288.25 per month x 12 months = $3,459.
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			

Contractor Budget Worksheet (DPHrev121814)

Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 3,459.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 59,277.00		

Salary & Fringe Worksheet

Local Health Department HENDERSON COUNTY DEPARTMENT OF PUBLIC HEALTH

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
CNM			or	$ 30,593	12	25.00%		$ 7,648
WHNP		$ -	or	$ 84,841	12	25.00%		$ 21,210
FNP		$ -	or	$ 78,786	12	10.00%		$ 7,879
PA		$ -	or	$ 76,726	12	10.00%		$ 7,673
RN		$ -	or	$ 49,590	12	5.00%		$ 2,480
RN		$ -	or	$ 49,590	12	5.00%		$ 2,480
RN		$ -	or	$ 49,590	12	5.00%		$ 2,480
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 51,850

Narrative - enter in pink area brief description name and duties for each staff listed above.

This budget reflects family planning services provided by 3 Advanced Practice Practitioners who are supported by 3 registered nurses. The above named staff provide more that the percentage of time listed here and other staff provide additional services but this is the percentage covered by the FP budget. Our clinical services are provided using a Family Practice model. Each provider sees any patient she is qualified to see on any day. PA and FNP see all patient types. CNM and WHNP see women patients in the FP,MH, or STD programs. Each mid-level provider is paired with a PHN II who provides nursing services in the same program.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
CNM	$ 2,340.36						$ 2,340.00	$ 585
WHNP	$ 6,490.34						$ 6,490.00	$ 1,623
FNP	$ 6,027.13						$ 6,027.00	$ 603
PA	$ 5,869.54						$ 5,870.00	$ 587
RN	$ 3,793.64						$ 3,794.00	$ 190
RN	$ 3,793.64						$ 3,794.00	$ 190
RN	$ 3,793.64						$ 3,794.00	$ 190
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 3,968

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151 Family Planning

Local Health Department Name: Hoke County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 28,983.00	detail	Family Nurse Practitioner provide physical exams to Family Planning patients and discuss and order birth control methods. The Office Assistant V bills all encounters for Family Planning program.
	Fringe Benefits	$ 7,465.00	detail	FICA is 7.655 of budgeted salary. Retirement is 7% of budgeted salary. Health Insurance is an annual rate of $8,000 per staff. Life Insurance is an annual rate of $45.
	Other			
Total Human Resources		$ 36,448.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical	$ 11,571.00		LARCS: Nexplanon - 29 @ $399/each = $11,571.
	Vehicles			
	Scientific			
	Other			

Contractor Budget Worksheet (DPHrev121814)

Travel		
Contractor Staff		
Board Members Expense		
Utilities		
Gas		
Electric		
Telephone		
Water		
Other		
Repair and Maintenance		
Staff Development		
Media/Communications		
Advertising	$ 1,687.00	Advertisement for Teen Clinic, Family Planning Services and LARC's. Radio ads 20 broadcasts @ $20/each = $400; Newspaper ads, 4 ads @ $166.75/each = $667; Publications - LARC and FP and Teen Time brochures, 400 brochures @ $1.55/each = $620.
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		
Rent		
Office Space		
Equipment		
Furniture		
Vehicles		

Contractor Budget Worksheet (DPHrev121814)

Other		
Professional Services		
Legal		
IT		
Accounting		
Payroll		
Security		
Dues and Subscriptions		
Other		
Audit Services		
Service Payments		
Incentives and Participants		
Insurance and Bonding		
Other		
Total Operational Expenses/Capital Outlays	$ 13,258.00	
Subcontracting and Grants		detail
Indirect Cost		
Contractor Match		
Total Budged Expenditures	$ 49,706.00	

OR The cost per service line item is separate from total budgeted expenditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.

Total Cost Per Service	

Salary & Fringe Worksheet **Activity Number/Name:** **151 Family Planning**

Health Department Name: Hoke County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Shaquita Jones, FNP		$ -	or	$ 85,502	12	15.00%		$ 12,825
Gladys Dorsey, FNP		$ -	or	$ 83,416	12	15.00%		$ 12,512
Keyna Goodwin, Office Asst V		$ -	or	$ 36,459	12	10.00%		$ 3,646
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 28,983

Narrative - enter in pink area brief description name and duties for each staff listed above.

Family Nurse Practitioner provide physical exams to Family Planning patients and discuss and order birth control methods. The Office Assistant V bills all encounters for Family Planning program.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	7%	$8,000			Life Ins - $45		
Shaquita Jones, FNP	$ 6,540.90	$ 5,985.00	$ 8,000.00			$ 45.00	$ 20,571.00	$ 3,086
Gladys Dorsey, FNP	$ 6,381.32	$ 5,839.00	$ 8,000.00			$ 45.00	$ 20,265.00	$ 3,040
Keyna Goodwin, Office Asst V	$ 2,789.11	$ 2,552.00	$ 8,000.00			$ 45.00	$ 13,386.00	$ 1,339
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 7,465

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.655 of budgeted salary. Retirement is 7% of budgeted salary. Health insurance is an annual rate of $8,000 per staff. Life Insurance is an annual rate of $45.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: Family Planning

Local Health Department Name: Hyde County Health Department

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 22,624.00	detail	Lisa Cuthrell RN is the program coordinator for family planning, Melissa Sadler PHNSI Supervisor of the family planning program.
	Fringe Benefits	$ 1,731.00	detail	FICA - 7.65% of the budgeted salaries.
	Other			
Total Human Resources		$ 24,355.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			

Contractor Budget Worksheet (DPHrev121814)

Other		
Professional Services		
Legal		
IT		
Accounting		
Payroll		
Security		
Dues and Subscriptions		
Other		
Audit Services		
Service Payments	$4,185.00	$1,200.00 - Contract Lab Director; at a rate of $100 per month. $625.00 - Contract Pharmacy at a rate of $55.00 per hour x 11.36 hours. $1,095.00 Contract Medical Director at a rate of @ 91.25.00 per month. LabCorp fees based on FY 17 - 18 = $1,265 (Approximately $105.42 per month x 12 months).
Incentives and Participants		
Insurance and Bonding		
Other		
Total Operational Expenses/Capital Outlays	$ 4,185.00	
Subcontracting and Grants		detail
Indirect Cost		
Contractor Match		
Total Budged Expenditures	$ 28,540.00	

OR The cost per service line item is separate from total budgeted expenditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.

Total Cost Per Service		

Salary & Fringe Worksheet **Activity Number/Name:** **Family Planning**

Health Department Name: Hyde County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide he total annual amounts for each person listed (all should be employees of organization). The formula will calculate the amount to come from the contract)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
Lisa Cuthrell RN			or	$ 47,133	12	48.00%		$ 22,624
		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 22,624

Narrative - enter in pink area brief description name and duties for each staff listed above.

Lisa Cuthrell is the clinic nurse who provides various services for Family Planning patients.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total annual amounts for each person listed. The formula will calculate he amount to come from the contract)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $118,500) + 1.45% x salary (no limit)							
Lisa Cuthrell RN	$ 3,605.67						$ 3,606.00	$ 1,731
0	$ -						$ -	$ -
0	$ -						$ -	$ -
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(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 1,731

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Iredell County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 57,285.00	detail	Tisha Augustus, Program Manager - provides oversight to program activates and generates program activity reports; Mary Gantt, PHN Supervisor - Nursing Supervisor, creates schedule, provide Family Planning education, assist medical providers with any needs within nursing scope of practice.
	Fringe Benefits	$ 20,928.00	detail	FICA at 7.65%, Retirement at 12.81%, Health Insurance is $9,925 per employee.
	Other			
Total Human Resources		$ 78,213.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				
	Advertising			
	Audiovisual Presentations, Multimedia, TV, Radio Presentations			
	Logos			
	Promotional Items			
	Publications			
	PSAs and Ads			
	Reprints			
	Text translation			
	Websites and Web Materials			
Total Operational Expenses		$ -		
Subcontracting and Grants			detail	
Total Budgeted Expenditures		$ 78,213.00		

Salary & Fringe Worksheet

Local Health Department Iredell County

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Tisha Augustus, PHN III	28.33	$ 58,926	or		12	81.00%		$ 47,730
Mary Gantt, PHN Supervisor	39.03	$ 81,182	or		12	11.77%		$ 9,555
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 57,285

Narrative - enter in pink area brief description name and duties for each staff listed above.

Tisha Augustus, Program Manager - provides oversight to program activates and generates program activity reports;
Mary Gantt, PHN Supervisor - Nursing Supervisor, creates schedule, provide Family Planning education, assist medical providers with any needs within nursing scope of practice.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**12.81%/ X Salary**	**9925/employee**					
Tisha Augustus, PHN III	$ 4,507.84	$ 7,548.42	$ 9,925.00				$ 21,981.00	$ 17,805
Mary Gantt, PHN Supervisor	$ 6,210.42	$ 10,399.41	$ 9,925.00				$ 26,534.00	$ 3,123
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Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 20,928

Narrative - enter in pink area any narrative necessary for fringes.

FICA at 7.65%, Retirement at 12.81%, Health Insurance is $9,925 per employee.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: JACKSON COUNTY DEPARTMENT OF PUBLIC HEALTH

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 32,450.00	detail	Amanda Brooks, Patient Account Representative completes income eligibility for the program and bills insurance if applicable. Sherry Parris, Medical of Assistant completes vitals, enters vitals into the electronic medical record and assists Provider during the visit. Gretta Phillips, Public Health Nurse II coordinates referrals of abnormal paps for colposcopies or LEEP procedures.
	Fringe Benefits	$ 7,583.00	detail	FICA is 7.65% of budgeted salary. Retirement is 7.50% of budgeted salary. Health Insurance is a annual rate of $9,900 and is based on the percentage of time spent in the FP clinic.
	Other			
Total Human Resources		$ 40,033.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 10,356.00		26 Nexplanons for Family Planning Clinic. 26 Nexplanons x $398.31 each = $10,356.06 ~ $10,356.
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			

Contractor Budget Worksheet (DPHrev121814)

Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 10,356.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 50,389.00		

Salary & Fringe Worksheet

FAMILY PLANNING TITLE X

Local Health Department JACKSON COUNTY DEPARTMENT OF PUBLIC HEALTH

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Brooks, Amanda		$ -	or	$ 31,254	12	50.00%		$ 15,627
Parris, Sherry		$ -	or	$ 25,533	12	40.00%		$ 10,213
Phillips, Gretta		$ -	or	$ 66,098	12	10.00%		$ 6,610
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(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 32,450

Narrative - enter in pink area brief description name and duties for each staff listed above.

Amanda Brooks, Patient Account Representative completes income eligibility for the program and bills insurance if applicable. Sherry Parris, Medical of Assistant completes vitals, enters vitals into the electronic medical record and assists Provider during the visit. Gretta Phillips, Public Health Nurse II coordinates referrals of abnormal paps for colposcopies or LEEP procedures.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.50%**	**$ 9,900.00**					
Brooks, Amanda	$ 2,390.93	$ 1,172.03	$ 4,950.00				$ 8,513.00	$ 4,257
Parris, Sherry	$ 1,953.27	$ 765.98	$ 3,960.00				$ 6,679.00	$ 2,672
Phillips, Gretta	$ 5,056.50	$ 495.75	$ 990.00				$ 6,543.00	$ 654
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(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 7,583

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement is 7.50% of budgeted salary. Health Insurance is a annual rate of $9,900 and is based on the percentage of time spent in the FP clinic.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Johnston County Public Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 60,405.00	detail	Donna Holloman, Public Health Nurse II Supervisor - Supervises the Nurses, Processing Assistants and Interpreters for the Family Planning Clinic, oversees program activities, generates activity reports and contributes to the financial reports. Christy Carpenter, Lynn Carter and Luann Killebrew are Public Health Nurses that assist the Physician Extenders, pre-conference clients, schedule procedures, give immunizations at periodic visits, assist with triage and provide nurse only visits such as depo injections and pregnancy tests. Cynthia Gary, Mia Jones-Smith, Ashley Nordan and Angela Plummer are Physician Extenders that work directly with family planning clients. Penny Evans and Anali Miranda are processing Assistants that schedule clients for treatment, register clients, scan medical records and assist with routing clients to the proper nurse or provider for questions and also process billing. Maria Martin and Jaime Martinez are Medical Office Assistants that assist Physician Extenders, register clients, obtain vital signs and stock the clinic rooms. Jacquelyn Lopez is a Foreign Language Interpreter that works with our Hispanic clients by translating questions and giving answers from the providers and nurses to assure the client understands the information given them.
	Fringe Benefits	$ 22,734.00	detail	FICA at 7.65%, Retirement at 7.56%, 401K at 5%, Health Insurance at $639 per month, Other at $66/year for 125 Admin Fee and .21% of salary for Life Insurance.
	Other			
Total Human Resources		$ 83,139.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			

Contractor Budget Worksheet (DPHrev121814)

Equipment

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 83,139.00		

Salary & Fringe Worksheet

Local Health Department Johnston County Public Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Donna Holloman, RHN II Supervisor		$ -	or	$ 71,024	12	10.00%		$ 7,102
Christy Carpenter, PHN II		$ -	or	$ 53,005	12	14.00%		$ 7,421
Lynn Carter, PHN II		$ -	or	$ 53,913	12	14.00%		$ 7,548
Luann Killebrew, PHN II		$ -	or	$ 53,191	12	14.00%		$ 7,447
Maria Martin, Med. Office Asst		$ -	or	$ 32,115	12	14.00%		$ 4,496
Jaime Martinez, Med. Office Asst		$ -	or	$ 28,808	12	14.50%		$ 4,177
Cynthia Gary, Physician Extender II		$ -	or	$ 91,046	12	2.00%		$ 1,821
Mia Jones-Smith, Physician Extender II		$ -	or	$ 91,046	12	2.00%		$ 1,821
Ashley Nordan, Physician Extender II		$ -	or	$ 91,044	12	2.00%		$ 1,821
Angela Plummer, Physician Extender II		$ -	or	$ 91,046	12	2.00%		$ 1,821
Penny Evans, Processing Asst. IV		$ -	or	$ 34,772	12	20.00%		$ 6,954
Anali Miranda, Processing Asst IV		$ -	or	$ 29,806	12	19.95%		$ 5,946
Jacquelyn Lopez, Interpreter		$ -	or	$ 33,825	12	6.00%		$ 2,030
Salary Subtotal								$ 60,405

Narrative - enter in pink area brief description name and duties for each staff listed above.

Donna Holloman, Public Health Nurse II Supervisor - Supervises the Nurses, Processing Assistants and Interpreters for the Family Planning Clinic, oversees program activities, generates activity reports and contributes to the financial reports. Christy Carpenter, Lynn Carter and Luann Killebrew are Public Health Nurses that assist the Physician Extenders, pre-conference clients, schedule procedures, give immunizations at periodic visits, assist with triage and provide nurse only visits such as depo injections and pregnancy tests. Cynthia Gary, Mia Jones-Smith, Ashley Nordan and Angela Plummer are Physician Extenders that work directly with family planning clients. Penny Evans and Anali Miranda are processing Assistants that schedule clients for treatment, register clients, scan medical records and assist with routing clients to the proper nurse or provider for questions and also process billing. Maria Martin and Jaime Martinez are Medical Office Assistants that assist Physician Extenders, register clients, obtain vital signs and stock the clinic rooms. Jacquelyn Lopez is a Foreign Language Interpreter that works with our Hispanic clients by translating questions and giving answers from the providers and nurses to assure the client understands the information given them.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**Retirement @ 7.56% & 401K @ 5%**	**$639 per month**			**125 Admin Fee @ $66 per year & Life Ins @ .21%**		
Donna Holloman, RHN II Supervisor	$ 5,433.34	$ 8,921.00	$ 7,668.00			$ 215.00	$ 22,237.00	$ 2,224
Christy Carpenter, PHN II	$ 4,054.88	$ 6,657.00	$ 7,668.00			$ 177.00	$ 18,557.00	$ 2,598
Lynn Carter, PHN II	$ 4,124.34	$ 6,771.00	$ 7,668.00			$ 179.00	$ 18,742.00	$ 2,624
Luann Killebrew, PHN II	$ 4,069.11	$ 6,681.00	$ 7,668.00			$ 178.00	$ 18,596.00	$ 2,603
Maria Martin, Med. Office Asst	$ 2,456.80	$ 4,034.00	$ 7,668.00			$ 133.00	$ 14,292.00	$ 2,001
Jaime Martinez, Med. Office Asst	$ 2,203.81	$ 3,618.00	$ 7,668.00			$ 126.00	$ 13,616.00	$ 1,974
Cynthia Gary, Physician Extender II	$ 6,965.02	$ 11,435.00	$ 7,668.00			$ 257.00	$ 26,325.00	$ 527
Mia Jones-Smith, Physician Extender II	$ 6,965.02	$ 11,435.00	$ 7,668.00			$ 257.00	$ 26,325.00	$ 527
Ashley Nordan, Physician Extender II	$ 6,964.87	$ 11,435.00	$ 7,668.00			$ 257.00	$ 26,325.00	$ 527
Angela Plummer, Physician Extender II	$ 6,965.02	$ 11,435.00	$ 7,668.00			$ 257.00	$ 26,325.00	$ 527
Penny Evans, Processing Asst. IV	$ 2,660.06	$ 4,367.00	$ 7,668.00			$ 139.00	$ 14,834.00	$ 2,967
Anali Miranda, Processing Asst IV	$ 2,280.16	$ 3,744.00	$ 7,668.00			$ 129.00	$ 13,821.00	$ 2,757
Jacquelyn Lopez, Interpreter	$ 2,587.61	$ 4,248.00	$ 7,668.00			$ 137.00	$ 14,641.00	$ 878
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 22,734

Narrative - enter in pink area any narrative necessary for fringes.

FICA at 7.65%, Retirement at 7.56%, 401K at 5%, Health Insurance at $639 per month, Other at $66/year for 125 Admin Fee and .21% of salary for Life Insurance.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Jones County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 19,356.00	detail	1) Theresa Carpenter, PHN II Clinic - percent of time to interview clients, take histories, assist Provider with assessments, provides detail discharge instructions for reproductive life planning; 2) Ann Pike, PHN Supervisor I - in addition to duties listed above, this employee oversees the operation of our Family Planning Clinic, conduct inventory control of 340B inventory products, and arranges for IUD training of new Providers; 3) Cora Chadwick, MOA - assists with checking & checkout of clients with vital signs, assists Provider, ensures exam rooms are prepared for clients, and arranges for sending out labs; 4) Maria Rodriguez, PA IV - initial checking and checkout of clients; Spanish interpretation as needed.
	Fringe Benefits	$ 5,454.00	detail	Allocated percentage to cover fringe benefits for employees assigned to Family Planning program - FICA at 7.65% of salary; Retirement at 7.81% of salary; Health Insurance at $6,135 per year; and Worker's Comp at 1% of salary.
	Other			
Total Human Resources		$ 24,810.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 4,834.00		Purchase of LARC's and other contraceptives for Family Planning Clinic (Nexplanon - 2 units @ $400 ($800); Mirena - 2 units @ $235 ($470); Paragard - 2 units @ $235 ($470); Depo Provera for 9 clients, 4 units each @ $22.80 ($820.80); Injection Fee for 9 clients, 4 units each @ $30 ($1,080); OCPs for 10 clients, 12 packs each @ $3.00 ($360); 1 IUD removal @ $97 ($97); 4 IUD insertions @ $72 ($288); 1 implant removal @ $162 ($162); and 2 implant insertions @ $143 ($286). Total = $4,833.80 ~ $4,834.

Contractor Budget Worksheet (DPHrev121814)

Equipment

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 4,834.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 29,644.00		

Salary & Fringe Worksheet

Local Health Department Jones County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Public Health Nurse II		$ -	or	$ 53,417	12	15.00%		$ 8,013
Public Health Nursing Supervisor I		$ -	or	$ 65,507	12	14.00%		$ 9,171
Medical Office Assistant		$ -	or	$ 24,140	12	4.50%		$ 1,086
Processing Assistant IV (Interpreter)		$ -	or	$ 25,855	12	4.20%		$ 1,086
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 19,356

Narrative - enter in pink area brief description name and duties for each staff listed above.

1) Theresa Carpenter, PHN II Clinic - percent of time to interview clients, take histories, assist Provider with assessments, provides detail discharge instructions for reproductive life planning; 2) Ann Pike, PHN Supervisor I - in addition to duties listed above, this employee oversees the operation of our Family Planning Clinic, conduct inventory control of 340B inventory products, and arranges for IUD training of new Providers; 3) Cora Chadwick, MOA - assists with checking & checkout of clients with vital signs, assists Provider, ensures exam rooms are prepared for clients, and arranges for sending out labs; 4) Maria Rodriguez, PA IV - initial checking and checkout of clients; Spanish interpretation as needed.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.81% x salary**	**$6,135 per year**		**1% x salary**			
Public Health Nurse II	$ 4,086.40	$ 4,049.01	$ 6,135.00		$ 534.17		$ 14,804.00	$ 2,221
Public Health Nursing Supervisor I	$ 5,011.29	$ 4,965.43	$ 6,136.00		$ 655.07		$ 16,767.00	$ 2,347
Medical Office Assistant	$ 1,846.71	$ 1,829.81	$ 6,135.00		$ 241.40		$ 10,053.00	$ 452
Processing Assistant IV (Interpreter)	$ 1,977.91	$ 1,959.81	$ 6,135.00		$ 258.55		$ 10,332.00	$ 434
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 5,454

Narrative - enter in pink area any narrative necessary for fringes.

Allocated percentage to cover fringe benefits for employees assigned to Family Planning program - FICA at 7.65% of salary; Retirement at 7.81% of salary; Health Insurance at $6,135 per year; and Worker's Comp at 1% of salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Lee County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item		Amount	Detail	Narrative
Human Resources					
	Salary/Wages	$	43,185.00	detail	Kelly Buie Jones, FNP-Performs comprehensive medical evaluations/exams and prescribes for FP clients. NIki Homesley PHN II- Performs client interview including history, education, dispensing and discharge instructions for FP clients. Lisa Yancey, Lab Tech- Performs lab testing including bloodwork for FP clients.
	Fringe Benefits	$	3,304.00	detail	FICA is 7.65% of budgeted salary.
	Other				
Total Human Resources		$	46,489.00		
Operational Expenses					
Supplies and Materials					
	Furniture				
	Other	$	739.00		General Office supplies such as pens, calendars, white out, copy paper , etc. 3 staff x $20.53 each x 12 months = $739.08 ~ $739.00.
Equipment					
	Communication				
	Office				
	IT				
	Assistive Technology				
	Medical				
	Vehicles				
	Scientific				
	Other				

Contractor Budget Worksheet (DPHrev121814)

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 739.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 47,228.00		

Salary & Fringe Worksheet

Local Health Department Lee County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Kelly Buie Jones, FNP		$ -	or	$ 91,704	12	25.00%		$ 22,926
Niki Hmesley, PHN I		$ -	or	$ 46,356	12	25.00%		$ 11,589
Lisa Yancey, Lab Tech		$ -	or	$ 43,350	12	20.00%		$ 8,670
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 43,185

Narrative - enter in pink area brief description name and duties for each staff listed above.

Kelly Buie Jones, FNP-Performs comprehensive medical evaluations/exams and prescribes for FP clients.
NIki Homesley PHN II- Performs client interview including history, education, dispensing and discharge instructions for FP clients. Lisa Yancey, Lab Tech- Performs lab testing including bloodwork for FP clients.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Kelly Buie Jones, FNP	$ 7,015.36						$ 7,015.00	$ 1,754
Niki Hmesley, PHN I	$ 3,546.23						$ 3,546.00	$ 887
Lisa Yancey, Lab Tech	$ 3,316.28						$ 3,316.00	$ 663
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 3,304

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Lenoir County Health Department

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 44,454.00	detail	Out of 379 Unduplicated Family Planning services 273 were Title X (72%) Theresa Hooker- Community Health Assistant weighs patient, takes their blood pressure, has room ready for patient to go into exam room and has a supplies available for Physician Extender and or Physician. Lindsay Jones interviews patient reviews records of purpose of visits and has patient prep for Physician Extender and or Physician. Pamela Phillips - Physician Extender perform examinations and asks question regarding visits, writes prescriptions and other medications as well as order labs as needed to complete visit. Solomon Shapiro perform examinations and asks questions regarding visits, writes prescriptions and other medications as well labs ordered to complete visit.
	Fringe Benefits	$ 3,283.00	detail	FICA is 7.65% of the budgeted salary.
	Other			
Total Human Resources		$ 47,737.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			

Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants	$ 6,511.00	detail	Contract Services performed by Dr. King for FP services @ 750.00 a month = $9,000.00 annually. 72% of our patients were Title X. Doctor is paid a fee of $750 per month x 12 months = $9.000. $9,000 x 72% of FP services = $6,480. Lab controls for supplies needed to perform test in lab. $31 annually / 12 months = $2.58 per month. $6,480 + $31 = $6,511.
Total Budgeted Expenditures	$ 54,248.00		

Salary & Fringe Worksheet

Local Health Department Lenoir County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Pamela Phillips, Phys Ext II		$ -	or	$ 90,954	12	22.90%		$ 20,828
Lindsay Jones, PHN III		$ -	or	$ 45,695	12	8.70%		$ 3,975
Theresa Hooker, CHA		$ -	or	$ 23,845	12	19.92%		$ 4,750
Solomon Shapiro, Physician		$ -	or	$ 147,102	12	10.13%		$ 14,901
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 44,454

Narrative - enter in pink area brief description name and duties for each staff listed above.

Out of 379 Unduplicated Family Planning services 273 were Title X (72%) Theresa Hooker- Community Health Assistant weighs patient, takes their blood pressure, has room ready for patient to go into exam room and has a supplies available for Physician Extender and or Physician. Lindsay Jones interviews patient reviews records of purpose of visits and has patient prep for Physician Extender and or Physician. Pamela Phillips - Physician Extender perform examinations and asks question regarding visits, writes prescriptions and other medications as well as order labs as needed to complete visit. Solomon Shapiro perform examinations and asks questions regarding visits, writes prescriptions and other medications as well labs ordered to complete visit.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Pamela Phillips, Phys Ext II	$ 6,957.98						$ 6,958.00	$ 1,593
Lindsay Jones, PHN III	$ 3,495.67						$ 3,496.00	$ 304
Theresa Hooker, CHA	$ 1,824.14						$ 1,824.00	$ 363
Solomon Shapiro, Physician	$ 10,093.78						$ 10,094.00	$ 1,023
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 3,283

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of the budgeted salary.

Lenoir County **Subcontractor Budget Worksheet**

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow and pink shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden.

Category	Line Item		Amount	Detail	Narrative
Human Resources					
	Salary/Wages				
	Fringe Benefits				
	Other	$	6,480.00		Contract Services performed by Dr. King for FP services @ 750.00 a month = $9,000.00 annually. 72% of our patients were Title X. Doctor is paid a fee of $750 per month x 12 months = $9.000. $9,000 x 72% of FP services = $6,480.
Total Human Resources		$	6,480.00		
Operational Expenses					
Supplies and Materials					
	Furniture				
	Other	$	31.00		Lab controls for supplies needed to perform test in lab. $31 annually / 12 months = $2.58 per month.
Equipment					
	Communication				
	Office				
	IT				
	Assistive Technology				
	Medical				
	Vehicles				
	Scientific				
	Other				
Media/Communications					

Subcontractor Budget Worksheet

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$	31.00
Total Budgeted Expenditures	$	6,511.00

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151 Family Planning

Local Health Department Name: Lincoln County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 18,793.00	detail	Hannah Collazo, RN is the Family Planning Manager. She is in charge of preparing and posting of Family Planning charts. She is responsible for follow-up for all patients and physically works each Family Planning Clinic to ensure that all Family Planning guidelines are being followed and maintained.
	Fringe Benefits	$ 1,438.00	detail	Fringe Benefits include FICA 7.65%, 3213.00 x 44.75% = $1,438.00
	Other			
Total Human Resources		$ 20,231.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other	$ 20,155.00		*See operational - Other Tab for details
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			

Media/Communications

Advertising	$	8,411.00	Rink Media - PO Box 405 Newton, NC 28658 Rent & Production - 2 billboards #6035 Hwy 27 #2322 Bus 321 2 billboards x $3,450 per billboard = $6,900 T-Shirts for patients 125 T-shirts x $12.09 per shirt = $1,511.25 $6,900 + $1,511.25 = $8,411.25 ~ $8,411.
Audiovisual Presentations, Multimedia, TV, Radio Presentations			
Logos			
Promotional Items			
Publications			
PSAs and Ads			
Reprints			
Text translation			
Websites and Web Materials			

Total Operational Expenses/Capital Outlays	$	28,566.00		
Subcontracting and Grants			detail	
Total Budged Expenditures	$	48,797.00		

Salary & Fringe Worksheet **Activity Number/Name:** **151 Family Planning**

Health Department Name: Lincoln County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Hannah Collazo, Family Planning	20.19	$ 41,995	or		12	44.75%		$ 18,793
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 18,793

Narrative - enter in pink area brief description name and duties for each staff listed above.

Hannah Collazo, RN is the Family Planning Manager. She is in charge of preparing and posting of Family Planning charts. She is responsible for follow-up for all patients and physically works each Family Planning Clinic to ensure that all Family Planning guidelines are being followed and maintained.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Hannah Collazo, Family Planning	$ 3,212.62						$ 3,213.00	$ 1,438
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 1,438

Narrative - enter in pink area any narrative necessary for fringes.

Fringe Benefits include FICA 7.65%, 3213.00 x 44.75% = $1,438.00

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Macon County Public Health

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 27,570.00	detail	R. Capaforte, RN (PHN II) - Program Coordinator and RN for program. Completes intake/patient history, provides clinical services and documentation in accordance with nurse standing orders, provides family planning education required components, assist medical providers within nursing scope of service, provides orientation and training for staff in accordance with AA requirements, manages AA requirements, etc.
	Fringe Benefits	$ 9,104.00	detail	FICA is 7.65% of salary. The rate for Health Insurance ($7,116) is dependent on package selected by employee. Life Insurance is an annual rate of $75.60. Retirement is 7.84% of salary. 401K is 2% of salary. Longevity is based on years of service with the county.
	Other			
Total Human Resources		$ 36,674.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			

Contractor Budget Worksheet (DPHrev121814)

Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 36,674.00		

Salary & Fringe Worksheet

Local Health Department Macon County Public Health

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
RN (PHN II)		$ -	or	$ 46,312	12	59.53%		$ 27,570
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 27,570

Narrative - enter in pink area brief description name and duties for each staff listed above.

R. Capaforte, RN (PHN II) - Program Coordinator and RN for program. Completes intake/patient history, provides clinical services and documentation in accordance with nurse standing orders, provides family planning education required components, assist medical providers within nursing scope of service, provides orientation and training for staff in accordance with AA requirements, manages AA requirements, etc.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**Retirement = 7.84% 401K = 2% Total 9.84%**	**Based on employee election**	**Life Ins = $75.60 annually**		**Longevity - based on years of service**		
RN (PHN II)	$ 3,542.87	$ 4,558.00	$ 7,116.00	$ 75.60		$ -	$ 15,293.00	$ 9,104
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 9,104

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of salary. The rate for Health Insurance ($7,116) is dependent on package selected by employee. Life Insurance is an annual rate of $75.60. Retirement is 7.84% of salary. 401K is 2% of salary. Longevity is based on years of service with the county.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151 Family Planning

Local Health Department Name: Madison County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 25,354.00	detail	Program Coordinator is a PHNI - FP Program Coordinator, Clinic Nurse, Adolescent Health // Director of Nursing, Oversees all clinical programs, clinic backup, lab backup, Policies & Procedures / RN 1 - clinic nurse/ NP covers all clinical programs which includes providing care for FP patients./ Lab Tech, LPN covers lab and obtains vitals.
	Fringe Benefits	$ 3,813.00	detail	FICA is 7.65% of budgeted salary. Retirement is 7.39% of budgeted salary.
	Other			
Total Human Resources		$ 29,167.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other	$ 5,683.00		Birth Control: 6 Mirena @ $310 ea = $1,860 + 6 Nexplanon @ $404 ea = $2,424 + 296 BC Pills @ $3/pk = $888 + 2 Paraguard @ $250 = $500 + 110 Depo @ $.10 =$11 Total $5,683.
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			

Contractor Budget Worksheet (DPHrev121814)

Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses/Capital Outlays	$ 5,683.00		
Subcontracting and Grants		detail	
Total Budged Expenditures	$ 34,850.00		

Salary & Fringe Worksheet **Activity Number/Name:** **151 Family Planning**

Health Department Name: Madison County Health Department

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Nurse Practitioner		$ -	or	$ 74,880	12	13.62%		$ 10,199
RN 1		$ -	or	$ 36,587	12	2.00%		$ 732
Program Coordinator, RN		$ -	or	$ 35,360	12	14.619%		$ 5,169
Director of Nursing, RN		$ -	or	$ 46,057	12	8.00%		$ 3,685
Lab Tech, LPN		$ -	or	$ 32,760	12	17.00%		$ 5,569
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 25,354

Narrative - enter in pink area brief description name and duties for each staff listed above.

Program Coordinator is a PHNI - FP Program Coordinator, Clinic Nurse, Adolescent Health // Director of Nursing, Oversees all clinical programs, clinic backup, lab backup, Policies & Procedures / RN 1 - clinic nurse/ NP covers all clinical programs which includes providing care for FP patients./ Lab Tech, LPN covers lab and obtains vitals.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.39%**						
Nurse Practitioner	$ 5,728.32	$ 5,533.63					$ 11,262.00	$ 1,534
RN 1	$ 2,798.91	$ 2,703.78					$ 5,503.00	$ 110
Program Coordinator, RN	$ 2,705.04	$ 2,613.10					$ 5,318.00	$ 777
Director of Nursing, RN	$ 3,523.36	$ 3,403.61					$ 6,927.00	$ 554
Lab Tech, LPN	$ 2,506.14	$ 2,420.96					$ 4,927.00	$ 838
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 3,813

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement is 7.39% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: Title X Family Planning

Local Health Department Name: Mecklenburg County Health

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 260,111.00	detail	Physicians and Physician Extenders are physicians, nurse practitioners and physician assistants who provide direct patient care including exams, placing LARCs and ordering treatments Nurses support the physician extenders by providing nursing care, assessments, patient teaching and administering treatments and medications. Interpreters assist the team by providing expert interpretation from Spanish to English and vice-versa. Clinical Assistants assist the nurses to prepare the patients for exams, prepare the exam rooms for patients and other assistive duties. Administrative Assistants register the patients in the EMR. The Health Manager and Supervisors provide oversight and accountability for program integrity and patient services.
	Fringe Benefits	$ 99,378.00	detail	FICA is 7.65% of budgeted salary. Retirement 7.80% of budgeted salary. 401K 5% of budgeted salary. HI is $11,380.15 annually. WC is 2.50% of budgeted salary.
	Other			
Total Human Resources		$ 359,489.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other			

Contractor Budget Worksheet (DPHrev121814)

Rent			
Office Space			
Equipment			
Furniture			
Vehicles			
Other			
Professional Services			
Legal			
IT			
Accounting			
Payroll			
Security			
Dues and Subscriptions			
Other			
Audit Services			
Service Payments			
Incentives and Participants			
Insurance and Bonding			
Other			
Total Operational Expenses/Capital Outlays	$ -		
Subcontracting and Grants		detail	
Indirect Cost			
Contractor Match			
Total Budged Expenditures	$ 359,489.00		

OR The cost per service line item is seperate from total budgeted expeditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.

Salary & Fringe Worksheet **Activity Number/Name:** **Title X Family Planning**

Health Department Name: Mecklenburg County Health

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide he total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Arlondra Weaver, Physician Extender		$ -	or	$ 91,734	12	18.556%		$ 17,022
Onitisha Anders, Physician Extender		$ -	or	$ 85,920	12	18.556%		$ 15,943
Enola Bowrey, Nurse		$ -	or	$ 68,864	12	18.556%		$ 12,778
Glennis Davis, Nurse Supervisor		$ -	or	$ 70,242	12	18.556%		$ 13,034
Teresa Ford, Clinical Assistant I		$ -	or	$ 29,894	12	18.556%		$ 5,547
Darlena Hillman, Nurse		$ -	or	$ 63,509	12	18.556%		$ 11,785
Cleauary Jackson, Nurse		$ -	or	$ 63,396	12	18.556%		$ 11,764
Carmel Jenkins, Nurse Supervisor		$ -	or	$ 78,300	12	18.556%		$ 14,529
Deborah Johns, Physician Extender		$ -	or	$ 94,739	12	18.556%		$ 17,580
Linda Kinney, Health Manager		$ -	or	$ 80,574	12	18.556%		$ 14,951
Eliana Kusak, Interpreter		$ -	or	$ 43,049	12	18.556%		$ 7,988
Elizabeth Lewis, Adm Support Asst II		$ -	or	$ 41,301	12	18.556%		$ 7,664
Tangee Monroe, Clinical Assistant I		$ -	or	$ 29,237	12	18.556%		$ 5,425
Maria Peterson, Interpreter		$ -	or	$ 38,790	12	18.556%		$ 7,198
Mary Lynn Sepkowitz, Physician Extender		$ -	or	$ 94,389	12	18.555%		$ 17,514
Susan Shirley - Nurse-N		$ -	or	$ 37,440	13	18.555%		$ 7,526
Sarah Tench, Physician Extender		$ -	or	$ 90,904	12	18.555%		$ 16,867
Alisa Weber, Physician Extender		$ -	or	$ 114,433	12	18.555%		$ 21,233
Assistant Medical Director		$ -	or	$ 181,962	12	18.555%		$ 33,763
(For more staff, copy a row above, then insert he copied cell.)								
Salary Subtotal								$ 260,111

Narrative - enter in pink area brief description name and duties for each staff listed above.

Physicians and Physician Extenders are physicians, nurse practitioners and physician assistants who provide direct patient care including exams, placing LARCs and ordering treatments
Nurses support the physician extenders by providing nursing care, assessments, patient teaching and administering treatments and medications.
Interpreters assist the team by providing expert interpretation from Spanish to English and vice-versa.
Clinical Assistants assist the nurses to prepare the patients for exams, prepare the exam rooms for patients and other assistive duties.
Administrative Assistants register the patients in the EMR.
The Health Manager and Supervisors provide oversight and accountability for program integrity and patient services.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**7.80% (Retirement); 5% 401K**	**Health/ Medical (Annual)**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**12.80%**	**$ 11,380.15**		**2.50%**			
Arlondra Weaver, Physician Extender	$ 7,017.65	$ 11,741.95	$ 11,380.15		$ 2,293.35		$ 32,433.00	$ 6,018
Onitisha Anders, Physician Extender	$ 6,572.88	$ 10,997.76	$ 11,380.15		$ 2,148.00		$ 31,099.00	$ 5,771
Enola Bowrey, Nurse	$ 5,268.10	$ 8,814.59	$ 11,380.15		$ 1,721.60		$ 27,185.00	$ 5,044
Glennis Davis, Nurse Supervisor	$ 5,373.51	$ 8,990.98	$ 11,380.15		$ 1,756.05		$ 27,501.00	$ 5,103
Teresa Ford, Clinical Assistant I	$ 2,286.89	$ 3,826.43	$ 11,380.15		$ 747.35		$ 18,240.00	$ 3,385
Darlena Hillman, Nurse	$ 4,858.44	$ 8,129.15	$ 11,380.15		$ 1,587.73		$ 25,955.00	$ 4,816
Cleauary Jackson, Nurse	$ 4,849.79	$ 8,114.69	$ 11,380.15		$ 1,584.90		$ 25,930.00	$ 4,812
Carmel Jenkins, Nurse Supervisor	$ 5,989.95	$ 10,022.40	$ 11,380.15		$ 1,957.50		$ 29,350.00	$ 5,446
Deborah Johns, Physician Extender	$ 7,247.53	$ 12,126.59	$ 11,380.15		$ 2,368.48		$ 33,123.00	$ 6,146
Linda Kinney, Health Manager	$ 6,163.91	$ 10,313.47	$ 11,380.15		$ 2,014.35		$ 29,871.00	$ 5,543
Eliana Kusak, Interpreter	$ 3,293.25	$ 5,510.27	$ 11,380.15		$ 1,076.23		$ 21,259.00	$ 3,945
Elizabeth Lewis, Adm Support Asst II	$ 3,159.53	$ 5,286.53	$ 11,380.15		$ 1,032.53		$ 20,860.00	$ 3,871
Tangee Monroe, Clinical Assistant I	$ 2,236.63	$ 3,742.34	$ 11,380.15		$ 730.93		$ 18,090.00	$ 3,357
Maria Peterson, Interpreter	$ 2,967.44	$ 4,965.12	$ 11,380.15		$ 969.75		$ 20,282.00	$ 3,764
Mary Lynn Sepkowitz, Physician Extender	$ 7,220.76	$ 12,081.79	$ 11,380.15		$ 2,359.73		$ 33,043.00	$ 6,131
Susan Shirley - Nurse-N	$ 2,864.16	$ 4,792.32	$ 11,380.15		$ 936.00		$ 19,972.00	$ 4,015
Sarah Tench, Physician Extender	$ 6,954.16	$ 11,635.71	$ 11,380.15		$ 2,272.60		$ 32,243.00	$ 5,983
Alisa Weber, Physician Extender	$ 8,754.12	$ 14,647.42	$ 11,380.15		$ 2,860.83		$ 37,642.00	$ 6,984
Assistant Medical Director	$ 10,599.25	$ 23,291.14	$ 11,380.15		$ 4,549.05		$ 49,819.00	$ 9,244
(For more staff, copy a row above, then insert he copied cell.)								
Fringe Subtotal								$ 99,378

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement 7.80% of budgeted salary. 401K 5% of budgeted salary. HI is $11,380.15 annually. WC is 2.50% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name:

Local Health Department Name: Montgomery County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 27,332.00	detail	This position coordinates the program and activities in the Women's Preventive Services and daily clinic. This position completed the Family Planning Expanded Role Training. She implements techniques of nursing care and provides counseling to patients and their families in clinic and their homes to promote better health care. She performs all duties according to established policies, procedures and guidelines of the agency.
	Fringe Benefits	$ 6,476.00	detail	FICA - 7.65% of budgeted salary; Retirement 8% of budgeted salary; Health Insurance - $5,377 annually.
	Other			
Total Human Resources		$ 33,808.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other	$ 4,521.00		LARCS: 12 Mirenas x $ 376.75 each = $4,521.
Equipment				
	Communication			
	Office			

IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		
Media/Communications		
Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		
Rent		
Total Operational Expenses/Capital Outlays	$ 4,521.00	
Subcontracting and Grants		detail
Total Budged Expenditures	$ 38,329.00	

Salary & Fringe Worksheet **Contract Number:** 0

Contractor: Montgomery County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula will calculate the amount to come from the contract)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Lisa Poindexter		$ -	or	$ 48,000	12	50.00%		$ 24,000
Tabitha Salazar		$ -	or	$ 25,632	12	13.00%		$ 3,332
		$ -	or					$ -
		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 27,332

Narrative - enter in pink area brief description name and duties for each staff listed above.

This position coordinates the program and activities in the Women's Preventive Services and daily clinic. This position completed the Family Planning Expanded Role Training. She implements techniques of nursing care and provides counseling to patients and their families in clinic and their homes to promote better health care. She performs all duties according to established policies, procedures and guidelines of the agency.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total annual amounts for each person listed. The formula will calculate the amount to come from the contract)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $118,500) + 1.45% x salary (no limit)	**8.00%**	**$5,377**					
Lisa Poindexter	$ 3,672.00	$ 1,920.00	$ 5,377.00				$ 10,969.00	$ 5,485
Tabitha Salazar	$ 1,960.85	$ 287.04	$ 5,377.00				$ 7,625.00	$ 991
0	$ -						$ -	$ -
0	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 6,476

Narrative - enter in pink area any narrative necessary for fringes.

FICA - 7.65% of budgeted salary; Retirement 8% of budgeted salary; Health Insurance - $5,377 annually.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Moore County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Operational Expenses				
Supplies and Materials				
	Furniture	$4,310.00		Exam Table $1,600 each x 2 = $3,200; Rolling clinical chair $150 each x 2 = $300; Goose neck lamp $80 each x 2 = $160. Wall mounted magazine racks $100 each x 5 = $500. Wall mount rack card display $150 each x 1 = $150
	Other	$9,815.00		McKesson: FP clinic supplies including table, paper, lubrication, drapes, syringes, bandaids, gloves, etc = $13,700 x .30 = $4,110 + 30% = $5,343 (expect a 30% increase due to increase in number of clinics). State Lab: $1,140 x .30 = $342 + 30% = $444.60. Non-latex condoms: $415/box x 3 = $1,245 x .60 = $747 (1000ea/box 60% is dispersed to FP patients). Latex condoms: $70/box x 40 = $2,800 x .60 = $1,680 (1000/box 60% disbursed to FP patients). Vaginal Film Contraceptive: $10.053 each x 115 = 1,156.09 Family Planning Bags: $.37 each x 1,200 bags = $444. Total - $9,814.69 ~ $9,815.00.
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			

Contractor Budget Worksheet (DPHrev121814)

Other	$28,155.00	Depo: $71.27 per box x 139 boxes = $9,906.53. Nuva Ring: $23.48 per box x 100 = $2,348. Orthotricyclen Lo: $.26 per box x 1,000 = $260. Portia: $2.95 per box x 500 = $1,475. Junel Fe 1/20: $3.60 per box x 500 = $1,800. Norethindrone: $1.78 per box x 500 = $890. Plan B: $3.69 each x 100 = $369. Liletta: $47.04 x 12 = $564.48. Kyleena: $541.39 x 12 = $6,496.68. Skyla: $337.14 x 12 = $4,045.68. Total - $28,155.37 ~ $28,155.00

Media/Communications

Advertising	$4,000.00	Advertising for Family Planning Services including printed posters, rack cards, stakesigns, etc not to exceed $4,000. $4,000/12 months = $333.33 per month.
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials	$9,800	Sandhills Sentinel on-line news: $250/mo x 12 mo = $3,000. Aberdeen Times on-line news: $250/mo x 12 mo = $3,000. The Pilot on-line news: $250/mo x 12 mo = $3,000. Facebook social media ads = $100/mo x 8 months = $800.

Other			
Total Operational Expenses	$ 56,080.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 56,080.00		

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Martin-Tyrrell-Washington District Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 24,750.00	detail	Anne Charles, CNM, DNP-Provides clinical services in all three counties. Assesses, educates and treats patients according to their symptoms and needs.
	Fringe Benefits	$ 3,942.00	detail	Retirement estimated increase to 7.76%, FICA per employee 6.20%, Medicare per employee 1.45%, Dental, Life, and Vision per employee $512 (employee gets medical on another plan).
	Other			
Total Human Resources		$ 28,692.00		
Operational Expenses				
Supplies and Materials				
	Furniture	$ 1,163.00		Alera YR Series Executive High-Back Swivel/Tilt Leather Chair, Black x 5 = $534.05 ($106.81 per chair); Clerical Furniture recommended by OSHA Claims Consultant - Officemaster PT78 Task Chair with Armrests ($404); Humanscale Big Board Keyboard Tray ($95); Plantronics CS540 Wireless Headset ($129.95);
	Other	$ 7,718.71		Long Acting Birth Control-10 Nexplanon @ $399.00/each=$3,990.00 Other Methods-BC Pills(8 Boxes of Lutera @ $28.91/box, 8 Boxes each of Micronor, Orthotricyclen and Orthocyclen @ $1.58/box every quarter=$925.12 + $151.68 = $1,076.80 Pallet of paper for printing brochures and flyers for promoting Family Planning services=$2,651.91 1 pallet x $2,651.99 = $2,651.91
Equipment				
	Communication			
	Office			

Contractor Budget Worksheet (DPHrev121814)

IT	$3,765.00	Replacement printer for DON (HP Color LaserJet Pro $351.75; Ipad 12.9 Display for optional Front Desk self check in ($1,004.49 x 3 = $3,013.47); Google translate earbuds (2 x 159 = $399.76) = $3,764.98 ~ $3,765.00.
Assistive Technology		
Medical		
Vehicles	$6,000	$1,000 for portion of operating expenses of 6 agency vehicles for nurse travel between health departments. 11,009.17 miles x $0.545 per mile = $5,999.99 ~ $6,000.
Scientific	$ 4,046.89	Urine Chemistry Analyzer Urisys (3 x $1,115.63), Backup Microscope for lab $700.00 = $4,046.89.
Other		

Media/Communications

Advertising	$3,125	Print advertising in local newspapers and sponsored ads in special regional publications promoting family planning services (average $125 per color 1/4 page x 25 weekly and special issue ads = $3,125).
Audiovisual Presentations, Multimedia, TV, Radio Presentations	$2,000	$2,000 per year for 3 (30-second) ads dedicated to family planning throughout the District. $666.67 x 3 ads = $2,000.01 ~ $2,000.
Logos		
Promotional Items	$3,748	Printed materials, Female 11-Piece Hygiene Kit (100 x $16.49=$1,649.00), Contour Pens (100 x $0.99 = $99.00); $10 Food Lion or Wal Mart gift cards for all family planning patients ($10 x 200 = $2,000).
Publications		
PSAs and Ads	$1,000	1/6th of yearly contract ($6,000) for radio ads (12 ads per day of general MTW advertising along with a 20 minute radio show, the "MTW Health Update" PSA airing each week).
Reprints		
Text translation		
Websites and Web Materials	1760.40	1/2 of total cost for FP section of website and contribution to new online payment capability. $3,520.80 x .50 = $1,760.40.

Total Operational Expenses $ 34,327.00

Subcontracting and Grants	$ 42,378.00	detail	Shawn Desmond, PNP - Contracted (non-benefited) provider in all three counties. Assesses and treats patients according to their symptoms. 20% of contract. ($89,000 x .20 = $17,800). 76.57 hours of IT support x $70 per hour (Soundside - IT Contractor) = $5,539.90 ~ $5,360. Scanning company to continue to scan records for easy access in the Family Planning Clinics. CST Data has provided a quote of $74,060 to scan and integrate into CureMD the 7,406 inches of medical records in Martin County. We scanned $10,000 worth of records in February of 2018. Of the remaining $64,060 in the original quote, we estimate that at least 30% of the records are related to family planning, i.e. $64,030 x .3014 = $19,217.96 ~ $19,218.
Total Budgeted Expenditures	$ 105,397.00		

Salary & Fringe Worksheet

Local Health Department

Martin-Tyrrell-Washington District Health Department

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Anne Charles, CNM, DNP		$ -	or	$99,000	12	25.00%		$ 24,750
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
(For more staff, copy a row above, then insert he copied cell.)								
Salary Subtotal								$ 24,750

Narrative - enter in pink area brief description name and duties for each staff listed above.

Anne Charles, CNM, DNP-Provides clinical services in all three counties. Assesses, educates and treats patients according to their symptoms and needs.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.76%**	**$ 6,509.52**					
Anne Charles, CNM, DNP	$ 7,573.50	$ 7,682.40	$ 512.00				$ 15,768.00	$ 3,942
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
(For more staff, copy a row above, then insert he copied cell.)								
Fringe Subtotal								$ 3,942

Narrative - enter in pink area any narrative necessary for fringes.

Retirement estimated increase to 7.76%, FICA per employee 6.20%, Medicare per employee 1.45%, Dental, Life, and Vision per employee $512 (employee gets medical on another plan).

MTW Health District **Subcontractor Budget Worksheet**

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow and pink shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden.

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 17,800.00		Shawn Desmond, PNP - Contracted (non-benefited) provider in all three counties. Assesses and treats patients according to their symptoms. 20% of contract. ($89,000 x .20 = $17,800)
	Fringe Benefits			
	Other			
Total Human Resources		$ 17,800.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT	$ 5,360.00		76.57 hours of IT support x $70 per hour (Soundside - IT Contractor) = $5,539.90 ~ $5,360.
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			

Subcontractor Budget Worksheet

Other	$ 19,218.00	Scanning company to continue to scan records for easy access in the Family Planning Clinics. CST Data has provided a quote of $74,060 to scan and integrate into CureMD the 7,406 inches of medical records in Martin County. We scanned $10,000 worth of records in February of 2018. Of the remaining $64,060 in the original quote, we estimate that at least 30% of the records are related to family planning, i.e. $64,030 x .3014 = $19,217.96 ~ $19,218.

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 24,578.00
Total Budgeted Expenditures	$ 42,378.00

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Nash County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 19,197.00	detail	For both employees listed above, retirement benefits are paid for both Local Governmental Employees Retirement System (7.81% of employee's gross annual salary) and a Supplemental Retirement 401K (5% of employee's gross annual salary). Employee Health/Dental coverage is a cost of $6,307 annually (Health). FICA is 7.65% of budgeted salary.
	Fringe Benefits	$ 6,273.00	detail	For both employees listed above, retirement benefits are paid for both Local Governmental Employees Retirement System (7.81% of employee's gross annual salary) and a Supplemental Retirement 401K (5% of employee's gross annual salary). Employee Health/Dental coverage is a cost of $6,307 annually (Health). FICA is 7.65% of budgeted salary.
	Other	$ 29,321.69		Contract FNP for 14.096 hours per week at $40.00 per hour. 14.096967 hrs per week x $40 an hour x 52 weeks =
Total Human Resources		$ 54,791.69		
Operational Expenses				
Supplies and Materials				
	Furniture			

Other	$	15,539.31	To purchase LARC at 340B discount rate and medical supplies. LARC devices: 20 Mirena at $336.00 each = $6,720.00, 10 Paragard at $234.00 each = $2,340.00, 10 Nexplanon at $438.00 each $4,380.00, Other supplies include: Latex free gloves(S, M, L; 2 of cases of each size) at $60.00 per case x 6 cases = $360.00, Bandage HSI 2"x4/2yd ElasticClip Closure at $7.00 x 6 boxes = $42.00, Disposable scalpel surgical #11 at $6.25 per box x 6 boxes =$37.50, Disposable scalple surgical #15 at $6.25 per box x 6 boxes = $37.50, Prep swabstick PVP Iodine at $7.00 per box x 6 boxes = $42.00, Needle 25gx1-1/12 x $3.73 per box x 2 boxes = $7.46, Lidocaine HCL Ing Ampulses RF 2% at $50.10 per box x 2 boxes = $100.20, Cetacine topical spray at $75.00 per container x 1 container = $75.00, Marker skin surgical secureline tapered gard at $17.00 per box x 6 boxes = $102.00, Closure skin steri-strip 1/8x3" at $45.00 per box x 2 boxes = $90.00, Forcep dressing adson 4-3/4" at $9.59 per package x 60 packages = $575.40, Forcep Surgical Halstead 5" Curved $190.00 per box x 1 box = $190.00, Forcep Surgical Halstead 5" Straight at 190.00 per box x 1 box = $190.00, Solution skin liquid Hibiclens 16oz Antispt/Antimcro at $9.96per bottle x 2 bottles = 19.92, Prep Solution Betadine/PVP Iodine at 70.00 per box x 2 bottles = $ 140.00, Sponge 4X4 gauze venture $8.00 per box x 3 boxes = $24.00, Tape Micropore Surgical at $66.33 per box x 1 box = $66.33. Total supplies = $15,539.31

Equipment

Communication			
Office			
IT			
Assistive Technology			
Medical			
Vehicles			
Scientific	$	4,603.00	Purchase of Autoclave = $4,603; the autoclave is use to kill bacteria, spores and germs on non-disposable medical utensils. 1 Autoclave x $4,603 = $4,603.
Other			

Media/Communications

Advertising			
Audiovisual Presentations, Multimedia, TV, Radio Presentations			
Logos			

Contractor Budget Worksheet (DPHrev121814)

Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 20,142.31		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 74,934.00		

Salary & Fringe Worksheet

Local Health Department Nash County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
PHN Supervisor I		$ -	or	$ 67,638	12	20.00%		$ 13,528
Health Education Specialist		$ -	or	$ 37,791	12	15.00%		$ 5,669
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 19,197

Narrative - enter in pink area brief description name and duties for each staff listed above.

PHN Supervisor I: Joanna Robbins - provides clinical oversight and directly responsible for Family Planning program policies, reporting and activities.
Health Education Specialist: Latesha Barnes-Staton - provides educational activities and outreach for all aspects of the Family Planning program.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**		**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**12.81%**	**$6,703**					
PHN Supervisor I	$ 5,174.31	$ 8,664.43	$ 6,703.00	$ -	$ -	$ -	$ 20,541.00	$ 4,108
Health Education Specialist	$ 2,891.01	$ 4,841.00	$ 6,703.00	$ -	$ -	$ -	$ 14,435.00	$ 2,165
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 6,273

Narrative - enter in pink area any narrative necessary for fringes.

For both employees listed above, retirement benefits are paid for both Local Governmental Employees Retirement System (7.81% of employee's gross annual salary) and a Supplemental Retirement 401K (5% of employee's gross annual salary). Employee Health/Dental coverage is a cost of $6,307 annually (Health). FICA is 7.65% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: New Hanover County Health Department

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 11,006.00	detail	CLINIC related salary: An FNP to-be-determined (vacancy) and Kristen Goodwin (FNP) are the providers working with Family Planning patients in the Health Clinic There are multiple other staff (approximately 30) that also provide services for Family Planning. These include staff doing patient registration, maintaining medical records, RNs, Community Health Assistants, Laboratory staff, and supervisors of these areas. Their salary/fringe information is not included as part of this form because the associated expenses exceed the amount of allocated funds. CLINIC IN-KIND amount: In-Kind amounts represent amount of anticipated Salary expenses of identified FNP staff that will exceed award amount and will be covered by other sources.
	Fringe Benefits	$ 2,950.00	detail	FRINGE for all staff: FICA at 7.65%, Retirement at 7.83%; Other is Long Term Disability at 0.20%. Health insurance is based on individual selections. These benefits apply to all staff. In-Kind amounts represent amount of anticipated Fringe expenses of identified FNP staff that will exceed award amount and will be covered by other sources.
	Other			
Total Human Resources		$ 13,956.00		
Operational Expenses				

Contractor Budget Worksheet (DPHrev121814)

Supplies and Materials

Furniture			
Other - Medical	$	53,640.00	Medical supplies used for Family Planning patients such as gloves, urine cups, slides, caviwipes, table paper, etc. $720/month x 12 months = $8,640 Birth control products including but not limited to: OrthoTricyclen, OrthoTricyclen Lo, Micronor, Seasonique, Junel, Norinyl, Depo Provera, etc. Prices vary by method and device. $2,500/month x 12 months = $30,000 IUDs for patients including but not limited the following products: Mirena, Paragard, Prices vary by method and device. $1,250/month x 12 months = $15,000 Total: $8,640 + $30,000 + $15,000 = $53,640
Other - Office	$	1,200.00	General office supplies such as notebooks, calendars, pens, etc. used by staff providing services to patients $100/month x 12 months = $1,200
Other - Educational	$	300.00	Educational materials such as pamphlets about birth control and STD facts, Are You Ready for a Baby booklets, etc. $300 annual purchase/12 months = $25 per month.
Other - Postage	$	2,400.00	NC Department of Administration courier service - transporting laboratory samples such as gonorrhea, chlamydia, HIV, and confirmatory syphilis testing $200/month x 12 months = $2,400

Equipment

Communication			
Office			
IT			
Assistive Technology			
Medical			
Vehicles			
Scientific			
Other			

Contractor Budget Worksheet (DPHrev121814)

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 57,540.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 71,496.00		

Salary & Fringe Worksheet

Local Health Department New Hanover County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
FNP TBD (vacancy)		$ -	or	$ 60,147	12	45.00%		$ 27,066
Kristen Goodwin, FNP		$ -	or	$ 79,749	12	45.00%		$ 35,887
		$ -	or					$ -
CLINIC IN-KIND AMOUNT		$ -	or	$ (51,947)	12	100.00%		$ (51,947)
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 11,006

Narrative - enter in pink area brief description name and duties for each staff listed above.

CLINIC related salary:
An FNP to-be-determined (vacancy) and Kristen Goodwin (FNP) are the providers working with Family Planning patients in the Health Clinic

There are multiple other staff (approximately 30) that also provide services for Family Planning. These include staff doing patient registration, maintaining medical records, RNs, Community Health Assistants, Laboratory staff, and supervisors of these areas. Their salary/fringe information is not included as part of this form because the associated expenses exceed the amount of allocated funds.

CLINIC IN-KIND amount:
In-Kind amounts represent amount of anticipated Salary expenses of identified FNP staff that will exceed award amount and will be covered by other sources.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**0.0783**	**Rates based on individual selection**			**0.002**		
FNP TBD (vacancy)	$ 4,601.25	$ 4,709.51	$ 9,131.00			$ 120.29	$ 18,562.00	$ 8,353
Kristen Goodwin, FNP	$ 6,100.80	$ 6,244.35	$ 6,428.77			$ 159.50	$ 18,934.00	$ 8,520
0	$ -						$ -	$ -
CLINIC IN-KIND AMOUNT	$ (3,973.95)	$ (4,067.45)	$ (5,778.00)			$ (103.89)	$ (13,923.00)	$ (13,923)
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 2,950

Narrative - enter in pink area any narrative necessary for fringes.

FRINGE for all staff: FICA at 7.65%, Retirement at 7.83%; Other is Long Term Disability at 0.20%. Health insurance is based on individual selections. These benefits apply to all staff.

In-Kind amounts represent amount of anticipated Fringe expenses of identified FNP staff that will exceed award amount and will be covered by other sources.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Northampton County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 27,983.00	detail	Regina Price, PHN II, 1.0 FTE,--Supervises and performs the following duites for patients who request Family Planning services to assure provision of contraceptive services to those in need with special emphasis placed on enrollment of high risk individuals to reduce maternal perinatal and post-natal death rates. Makes assignments and provides guidance to nursing staff scheduled to work FP clinic., maintains FP program policies, performs laboratory duties, assures contract pharmacies are adequately stocked with oral contraceptives, assists the Clinical Nursing Supervisor in assuring that nursing, health education and clerical staff who provide FP services and information participate in the required annual Title X trainings.
	Fringe Benefits	$ 9,052.00	detail	FICA at 7.65%; Retirement at 7.75%; Workman's Comp at .22% (RN); Health Insurance at $7,916/year; and Other (Life Insurance) at $156.00/year.
	Other			
Total Human Resources		$ 37,035.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			

Contractor Budget Worksheet (DPHrev121814)

Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 37,035.00		

Salary & Fringe Worksheet

Local Health Department Northampton County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
RN		$ -	or	$ 49,093	12	57.00%		$ 27,983
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 27,983

Narrative - enter in pink area brief description name and duties for each staff listed above.

Regina Price, PHN II, 1.0 FTE,–Supervises and performs the following duites for patients who request Family Planning services to assure provision of contraceptive services to those in need with special emphasis placed on enrollment of high risk individuals to reduce maternal perinatal and post-natal death rates. Makes assignments and provides guidance to nursing staff scheduled to work FP clinic., maintains FP program policies, performs laboratory duties, assures contract pharmacies are adequately stocked with oral contraceptives, assists the Clinical Nursing Supervisor in assuring that nursing, health education and clerical staff who provide FP services and information participate in the required annual Title X trainings.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here) Life Insurance**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
RN	$ 3,755.61	$ 3,940.45	$ 7,916.36		$ 111.86	$ 156.00	$ 15,880.00	$ 9,052
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 9,052

Narrative - enter in pink area any narrative necessary for fringes.

FICA at 7.65%; Retirement at 7.75%; Workman's Comp at .22% (RN); Health Insurance at $7,916/year; and Other (Life Insurance) at $156.00/year.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Onslow County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 71,964.00	detail	Geoconda Morrow - Plan, organize and direct day-to-day operations and functions of the OCHD Clinical Programs that include Communicable Disease, Tuberculosis, AIDS Education, Health Promotions, Child Health, Maternal Health, Family Planning, and Immunizations. Carol Dudley - Women's Health Nurse Supervisor - supervises the Women's Health Clinic staff, provides oversight of clinic activities. Elizabeth Junak - Nursing Director - Oversees budget and and the division of Personal & Family Health Programs including the Lab, Care Management, Immunizations, Communicable Diseases, Child Health, Family Planning and Maternal Health. Brenda Schuffert, PHN provides direct patient care of the prenatal patient by collecting a medical history, administers medications per standing order or as directed by mid-level provider.
	Fringe Benefits	$ 5,505.00	detail	FICA and Medicare are calculated at 6.20% and 1.45% respectively. Retirement is computed at 6.76%. Per Onslow County Payroll, North Carolina State unemployment insurance is 0%. Health and Dental insurance rates include multiple variables and are determined on an individual basis for each employee.
	Other			
Total Human Resources		$ 77,469.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 40,211.00		(Mirena long acting contraceptive 47*$287 = $13,489)+(Nexaplanon implant long acting contraceptive Qty 47*$326 = $15,332)+(Paragard long acting contraceptive Qty 50*$228 = $11,400)

Contractor Budget Worksheet (DPHrev121814)

Equipment

Communication		
Office	$ 181.00	Routine Office Supplies at $45.25 per staff x 4 staff = $181.
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 40,392.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 117,861.00		

Salary & Fringe Worksheet

Local Health Department Onslow County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Geoconda Morrow		$ -	or	$ 76,929	12	20.00%		$ 15,386
Carol Dudley		$ -	or	$ 66,536	12	40.00%		$ 26,614
Elizabeth Junak		$ -	or	$ 88,097	12	15.00%		$ 13,215
Brenda Schuffert		$ -	or	$ 55,829	12	30.00%		$ 16,749
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 71,964

Narrative - enter in pink area brief description name and duties for each staff listed above.

Geoconda Morrow - Plan, organize and direct day-to-day operations and functions of the OCHD Clinical Programs that include Communicable Disease, Tuberculosis, AIDS Education, Health Promotions, Child Health, Maternal Health, Family Planning, and Immunizations. Carol Dudley - Women's Health Nurse Supervisor - supervises the Women's Health Clinic staff, provides oversight of clinic activities. Elizabeth Junak - Nursing Director - Oversees budget and and the division of Personal & Family Health Programs including the Lab, Care Management, Immunizations, Communicable Diseases, Child Health, Family Planning and Maternal Health. Brenda Schuffert, PHN provides direct patient care of the prenatal patient by collecting a medical history, administers medications per standing order or as directed by mid-level provider.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Geoconda Morrow	$ 5,885.07						$ 5,885.00	$ 1,177
Carol Dudley	$ 5,090.00						$ 5,090.00	$ 2,036
Elizabeth Junak	$ 6,739.42						$ 6,739.00	$ 1,011
Brenda Schuffert	$ 4,270.92						$ 4,271.00	$ 1,281
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 5,505

Narrative - enter in pink area any narrative necessary for fringes.

FICA and Medicare are calculated at 6.20% and 1.45% respectively. Retirement is computed at 6.76%. Per Onslow County Payroll, North Carolina State unemployment insurance is 0%. Health and Dental insurance rates include multiple variables and are determined on an individual basis for each employee.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Orange County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 44,208.00	detail	ANDREA MULHOLLAND, FNP: PROVIDE MEDICAL SERVICES, EXAMS, COUNSELING, PRESCRIBING AND INSERTING CONTRACEPTIVES TO FP CLIENTS. MARGARET CAMPBELL, FNP: PROVIDE MEDICAL SERVICES, EXAMS, COUNSELING, PRESCRIBING AND INSERTING CONTRACEPTIVES TO FP CLIENTS. CHRISTY BRIDGES, PA; PROVIDE MEDICAL SERVICES, EXAMS, COUNSELING, PRESCRIBING AND INSERTING CONTRACEPTIVES TO FP CLIENTS. JANICE POOLE, NA: PROVIDE SUPPORT TO CLINICAL STAFF SERVING FP CLIENTS INCLUDING ROOMING PATIENTS, TAKING VITAL SIGNS, ASSISTING WITH PROCEDURES AND STERILIZING EQUIPMENT. MEGHAN JOHNSON, RN: PROVIDE PROFESSIONAL NURSING SERVICES TO FP CLIENTS INCLUDING EDUCATION AND COUNSELING, DISPENSING AND ADMINISTERING CONTRACEPTIVES AND MEDICATIONS. LEOVITA GALEANA:OFFICE ASSISTANT FOR THE MEDICAL CLINICS. PERFORMS CHECK-IN, CHECK-OUT, FINANCIAL ELIGIBILITY ASSESSMENTS, TAKES PAYMENTS AND MAKES APPOINTMENTS FOR FP CLIENTS. APRIL WALKER :MEDICAL OFFICE SUPERVISOR. SHE SUPERVISES THE FRONT DESK OFFICE ASSISTANTS PROVIDING REGISTRATION AND INTAKE AND CHECKOUT SERVICES TO FP CLIENTS.
	Fringe Benefits	$ 16,276.00	detail	Retirement includes 7.75% NC Retirement System contribution and yearly 401(k) contribution of $715. Health/Medical is based on the individual. FICA is 7.65% of budgeted salary.
	Other			
Total Human Resources		$ 60,484.00		
Operational Expenses				

Subcontracting and Grants	$ 38,360.00	detail	Dr. Erica Pettigrew - Medical Director contracted from UNC Department of Family Medicine, provides oversight for FP program, provides medical services to FP patients, provides standing orders. Contract for $158,500. Estimated time dedicated to FP program is 17%. $158,500 X 0.17 = $26,945. Robert Dupuis, Pharm D- contracted Phamacist- Directs pharmacy services at two sites for OCHD medical services. Contract for $12,645/ Estimated time dedicated to FP program is approximately 40% based on number of contraceptives dispensed. $12,645 x .3966 = $5,015. Contract interpreters for various languages serving FP clients. Estimated 160 hours per year with average cost of $40/hour= $6,400.
Total Budgeted Expenditures	$ 98,844.00		

Salary & Fringe Worksheet | **151/Family Planning Title X**

Local Health Department | Orange County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
ANDREA MULHOLLAND		$ -	or	$ 81,370	12	16.00%		$ 13,019
CHRISTY BRIDGES		$ -	or	$ 78,811	12	11.60%		$ 9,142
JANICE POOLE		$ -	or	$ 32,066	12	22.00%		$ 7,055
MEGHANN JOHNSON		$ -	or	$ 55,569	12	14.00%		$ 7,780
LEOVITA GALEANA		$ -	or	$ 36,059	12	20.00%		$ 7,212
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 44,208

Narrative - enter in pink area brief description name and duties for each staff listed above.

ANDREA MULHOLLAND, FNP: PROVIDE MEDICAL SERVICES, EXAMS, COUNSELING, PRESCRIBING AND INSERTING CONTRACEPTIVES TO FP CLIENTS.
MARGARET CAMPBELL, FNP: PROVIDE MEDICAL SERVICES, EXAMS, COUNSELING, PRESCRIBING AND INSERTING CONTRACEPTIVES TO FP CLIENTS.
CHRISTY BRIDGES, PA: PROVIDE MEDICAL SERVICES, EXAMS, COUNSELING, PRESCRIBING AND INSERTING CONTRACEPTIVES TO FP CLIENTS.
JANICE POOLE, NA: PROVIDE SUPPORT TO CLINICAL STAFF SERVING FP CLIENTS INCLUDING ROOMING PATIENTS, TAKING VITAL SIGNS, ASSISTING WITH PROCEDURES AND STERILIZING EQUIPMENT.
MEGHAN JOHNSON, RN: PROVIDE PROFESSIONAL NURSING SERVICES TO FP CLIENTS INCLUDING EDUCATION AND COUNSELING, DISPENSING AND ADMINISTERING CONTRACEPTIVES AND MEDICATIONS.
LEOVITA GALEANA:OFFICE ASSISTANT FOR THE MEDICAL CLINICS. PERFORMS CHECK-IN, CHECK-OUT, FINANCIAL ELIGIBILITY ASSESSMENTS. TAKES PAYMENTS AND MAKES APPOINTMENTS FOR FP CLIENTS.
APRIL WALKER :MEDICAL OFFICE SUPERVISOR. SHE SUPERVISES THE FRONT DESK OFFICE ASSISTANTS PROVIDING REGISTRATION AND INTAKE AND CHECKOUT SERVICES TO FP CLIENTS.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.75% + $715**	**Rates Vary**					
ANDREA MULHOLLAND	$ 6,224.81	$ 7,021.18	$ 12,787.00				$ 26,033.00	$ 4,165
CHRISTY BRIDGES	$ 6,029.04	$ 6,822.85	$ 8,748.00				$ 21,600.00	$ 2,506
JANICE POOLE	$ 2,453.05	$ 3,200.12	$ 9,136.00				$ 14,789.00	$ 3,254
MEGHANN JOHNSON	$ 4,251.03	$ 5,021.60	$ 14,644.00				$ 23,917.00	$ 3,348
LEOVITA GALEANA	$ 2,758.51	$ 3,509.57	$ 8,748.00				$ 15,017.00	$ 3,003
Enter title in this cell	$ -	$ 715.00	$ 8,748.00				$ 9,463.00	$ -
Enter title in this cell	$ -	$ 715.00	$ 8,748.00				$ 9,463.00	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 16,276

Narrative - enter in pink area any narrative necessary for fringes.

Retirement includes 7.75% NC Retirement System contribution and yearly 401(k) contribution of $715. Health/Medical is based on the individual. FICA is 7.65% of budgeted salary.

Orange County

Subcontractor Budget Worksheet

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow and pink shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden.

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 31,960.00		Dr. Erica Pettigrew - Medical Director contracted from UNC Department of Family Medicine, provides oversight for FP program, provides medical services to FP patients, provides standing orders. Contract for $158,500. Estimated time dedicated to FP program is 17%. $158,500 X 0.17 = $26,945. Robert Dupuis, Pharm D- contracted Phamacist- Directs pharmacy services at two sites for OCHD medical services. Contract for $12,645/ Estimated time dedicated to FP program is approximately 40% based on number of contraceptives dispensed. $12,645 x .3966 = $5,015.
	Fringe Benefits			
	Other	$ 6,400.00		Contract interpreters for various languages serving FP clients. Estimated 160 hours per year with average cost of $40/hour= $6,400.
Total Human Resources		$ 38,360.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			

Subcontractor Budget Worksheet

Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -
Total Budgeted Expenditures	$ 38,360.00

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Pamlico County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 14,827.00	detail	Nursing Supervisor-Brenda Hart- Works in all clinics on all programs. PHN II-Jamie Williams-Works in clinic on all programs. Lab Tech-Mary Barnes-Completes lab work for FP patients, assists with history, height and weight, handles all billing.
	Fringe Benefits	$ 5,374.00	detail	The detailed budget includes the following fringe benefits- FICA 7.65% of budgeted salary, Retirement- 7.25% of budgeted salary, an annual rate of $8,590 per staff for HI, Worker's Comp is $216.01 per staff and UI is between 0.433% - 0.459% of budgeted salary.
	Other			
Total Human Resources		$ 20,201.00		
Operational Expenses				
Supplies and Materials				
	Furniture	$ 3,000.00		Mobile Work Station - $1,500 per Mobile Work Station x 2 Mobile Work Stations = $3,000.
	Other	$ 7,401.00		Pregnancy tests (3 box @ $45.00 ea.-$135), Birth control Pills (50 packs at average of $14 ea.- $700), Depo's (100 @$10 ea.-$1,000), IUD's (36 @ $154.61 - $5,566).
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			

Contractor Budget Worksheet (DPHrev121814)

Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 10,401.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 30,602.00		

Salary & Fringe Worksheet

Local Health Department Pamlico County Health Department

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Nursing Supervisor	27.15	$ 56,472	or		12	10.00%		$ 5,647
PHN II	23.69	$ 49,275	or		12	12.00%		$ 5,913
Lab Tech	13.09	$ 27,227	or		12	12.00%		$ 3,267
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 14,827

Narrative - enter in pink area brief description name and duties for each staff listed above.

Nursing Supervisor-Brenda Hart- Works in all clinics on all programs.
PHN II-Jamie Williams-Works in clinic on all programs.
Lab Tech-Mary Barnes-Completes lab work for FP patients, assists with history, height and weight, handles all billing

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	FICA	Retirement/ 401K, etc.	Health/ Medical	Unemployment Insurance	Worker's Comp Insurance	Other (give detail here)	Annual Total	Budgeted Amount (Prorated)
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	7.25%	$8590/employee	$216.01/employee	0.433% - 0.459%			
Nursing Supervisor	$ 4,320.11	$ 4,094.22	$ 8,590.00	$ 216.01	$ 260.00		$ 17,480.00	$ 1,748
PHN II	$ 3,769.54	$ 4,044.78	$ 8,590.00	$ 216.01	$ 213.00		$ 16,834.00	$ 2,020
Lab Tech	$ 2,082.87	$ 2,368.58	$ 8,590.00	$ 216.01	$ 125.00		$ 13,383.00	$ 1,606
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 5,374

Narrative - enter in pink area any narrative necessary for fringes.

The detailed budget includes the following fringe benefits- FICA 7.65% of budgeted salary, Retirement- 7.25% of budgeted salary, an annual rate of $8,590 per staff for HI, Worker's Comp is $216.01 per staff and UI is between 0.433% - 0.459% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Pender County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 31,970.00	detail	Both Physician Extenders see all women of child bearing age who are in need of family planning services. Licensed Practical Nurse provides support services to Family Planning Physician Extenders as they see patients in Family Clinic.
	Fringe Benefits	$ 2,445.00	detail	Fringe Benefits for Physicians Extenders and License Practical Nurse who provide clinical services to Family Planning Patients. FICA 7.65% of budgeted salary.
	Other			
Total Human Resources		$ 34,415.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 7,550.00		Long Term Contraceptives. Mirena $320 each x 11 = $3,520; Paragard $268.67 per single x 15 = $4,030.05. Total - $7,550.05 ~ $7,550.
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			

Contractor Budget Worksheet (DPHrev121814)

Scientific		
Other		

Media/Communications

Advertising	$ 5,590.00	News Paper Ads for Family Planning Services. Ad's in Starnews Paper 4 ads x $965 = $3,860; Enlaces Spanish Newspaper 2 ads x $1,065 = $2,130 total of $5,990
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 13,140.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 47,555.00		

Salary & Fringe Worksheet

Local Health Department Pender County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Physician Extender II		$ -	or	$ 91,729	12	18.00%		$ 16,511
Physician Extender II		$ -	or	$ 83,120	12	11.311%		$ 9,402
Practical Nurse II		$ -	or	$ 33,648	12	18.00%		$ 6,057
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 31,970

Narrative - enter in pink area brief description name and duties for each staff listed above.

Both Physician Extenders see all women of child bearing age who are in need of family planning services. Licensed Practical Nurse provides support services to Family Planning Physician Extenders as they see patients in Family Clinic.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Physician Extender II	$ 7,017.27						$ 7,017.00	$ 1,263
Physician Extender II	$ 6,358.68						$ 6,359.00	$ 719
Practical Nurse II	$ 2,574.07						$ 2,574.00	$ 463
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 2,445

Narrative - enter in pink area any narrative necessary for fringes.

Fringe Benefits for Physicians Extenders and License Practical Nurse who provide clinical services to Family Planning Patients. FICA 7.65% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Person County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 31,872.00	detail	T. Philpott, PHN III, 1.0 FTE, performs the following duties for patients who request Family Planning Services: 1. Patient intake - history and reason for appt. 2. Provide Family education required components 3. Assist medical providers with any further needs within nursing scope of practice. C. Turner, PHN II, 1.0 FTE, performs the following duties for patients who request Family Planning Services: 1. Patient intake - history and reason for appt. 2. Provide Family education required components 3. Assist medical providers with any further needs within nursing scope of practice.
	Fringe Benefits	$ 11,280.00	detail	T. Philpott, PHN III fringe includes FICA - 7.65% of budgeted salary, Local Government Retirement 7.85% of budgeted salary , 401k - 5% of budgeted salary, and Health Insurance - $8,111.88 annually. C. Turner, PHN II, FICA - 7.65% of budgeted salary, Local Government Retirement 7.85% of budgeted salary , 401k - 5% of budgeted salary, and Health Insurance - $8,111.88 annually.
	Other			
Total Human Resources		$ 43,152.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 32.00		1 Fax Drum Unit - Prorated @ approximately 50%. $64 per fax drum unit x 50% = $32.
Equipment				
	Communication			
	Office			

Contractor Budget Worksheet (DPHrev121814)

IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 32.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 43,184.00		

Salary & Fringe Worksheet

Local Health Department Person County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
PHN III		$ -	or	$ 54,495	12	23.50%		$ 12,806
PHN II		$ -	or	$ 54,475	12	35.00%		$ 19,066
		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 31,872

Narrative - enter in pink area brief description name and duties for each staff listed above.

T. Philpott, PHN III, 1.0 FTE, performs the following duties for patients who request Family Planning Services: 1. Patient intake - history and reason for appt. 2. Provide Family education required components 3. Assist medical providers with any further needs within nursing scope of practice.
C. Turner, PHN II, 1.0 FTE, performs the following duties for patients who request Family Planning Services: 1. Patient intake - history and reason for appt. 2. Provide Family education required components 3. Assist medical providers with any further needs within nursing scope of practice.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**5% x salary - 401k 7.85% x salary - State Retirement**	**8,111.88 annually**					
PHN III	$ 4,168.87	$ 7,002.61	$ 8,111.88				$ 19,284.00	$ 4,532
PHN II	$ 4,167.34	$ 7,000.04	$ 8,111.88				$ 19,279.00	$ 6,748
0	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 11,280

Narrative - enter in pink area any narrative necessary for fringes.

T. Philpott, PHN III fringe includes FICA - 7.65% of budgeted salary, Local Government Retirement 7.85% of budgeted salary , 401k - 5% of budgeted salary, and Health Insurance - $8,111.88 annually. C. Turner, PHN II, FICA - 7.65% of budgeted salary, Local Government Retirement 7.85% of budgeted salary , 401k - 5% of budgeted salary, and Health Insurance - $8,111.88 annually.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151 Family Planning

Local Health Department Name: Pitt County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 80,568.00	detail	The above public heatlh nursing positions provide clinical services and program support to non-medicaid clients in the family planning program. Services include education, physical examination including breast exam and Pap test, as well as birth control method.
	Fringe Benefits	$ 25,408.00	detail	The above public heatlh nursing positions provide clinical services and program support to non-medicaid clients in the family planning program. FICA - 7.65 % of budgeted salary; Retirement - 13.25% of budgeted salary; HI - $7,512 annually; Li - $0.178 per thousand per month.
	Other			
Total Human Resources		$ 105,976.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other	$ 20,655.00		Long Acting Reversable Contraceptives - 35 Mirena @ $300 each = $10,500, 25 Nexplanon @ $364 each = $9,100, 4 Paragard @ $263.75 each = $1,055
Equipment				
	Communication			
	Office			
	IT			

Contractor Budget Worksheet (DPHrev121814)

Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses/Capital Outlays	$ 20,655.00		
Subcontracting and Grants		detail	
Total Budged Expenditures	$ 126,631.00		

Salary & Fringe Worksheet **Activity Number/Name:** **151 Family Planning**

Health Department Name: Pitt County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula will calculate the amount to come from the contract)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
Physician Extender III (830202) K. Hardy		$ -	or	$ 106,683	12	10.00%		$ 10,668
Physician Extender III (830201) S. Parks		$ -	or	$ 106,946	12	20.00%		$ 21,389
Physician Extender III (Part Time) B. Lee		$ -	or	$ 53,239	12	27.00%		$ 14,375
Public Health Nursing Supervisor I (742102) T. Cherry		$ -	or	$ 67,058	12	27.00%		$ 18,106
Public Health Nurse III (732403) G. Velazquez		$ -	or	$ 57,728	12	27.769%		$ 16,030
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 80,568

Narrative - enter in pink area brief description name and duties for each staff listed above.

The above public health nursing positions provide clinical services and program support to non-Medicaid clients in the family planning program. Services include education, physical examination including breast exam and Pap test, as well as birth control method.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total annual amounts for each person listed. The formula will calculate the amount to come from the contract)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $118,500) + 1.45% x salary (no limit)	**13.25%**	**$7,512 annual cost**			**Life Insurance Salary rounded up to the next $1,000 x $0.178 per thousand per month**		
Physician Extender III (830202) K. Hard	$ 8,161.25	$ 14,135.50	$ 7,512.00			$ 228.55	$ 30,038.00	$ 3,004
Physician Extender III (830201) S. Park	$ 8,181.37	$ 14,170.35	$ 7,512.00			$ 228.55	$ 30,092.00	$ 6,018
Physician Extender III (Part Time) B. Le	$ 4,072.78	$ 7,054.17	$ 7,512.00			$ 115.34	$ 18,754.00	$ 5,064
Public Health Nursing Supervisor I (742	$ 5,129.94	$ 8,885.19	$ 7,512.00			$ 145.25	$ 21,672.00	$ 5,851
Public Health Nurse III (732403) G. Vel	$ 4,416.19	$ 7,648.96	$ 7,512.00			$ 123.89	$ 19,701.00	$ 5,471
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 25,408

Narrative - enter in pink area any narrative necessary for fringes.

The above public health nursing positions provide clinical services and program support to non-Medicaid clients in the family planning program. FICA - 7.65 % of budgeted salary; Retirement - 13.25% of budgeted salary; HI - $7,512 annually; Li - $0.178 per thousand per month.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151-FP-TITLE X

Local Health Department Name: Randolph County Health Department-FY20

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 62,650.00	detail	Julie Clark, RN (PH Nurse III) -1.0 FTE, Coordinates and directs the FP program, establishing policies, procedures, and guidelines for the FP clients following state & federal guidelines. April Wilburn, RN (PH Supervisor I) -1.0 FTE, Provides supervision, planning coordination, guidance, and direction to Family Planning and General Clinic staff. Rebecca Lambeth,NP (Physician Extender II) 1.0 PTE -Provides medical diagnosis, treatment and referral for Health Department Family Planning patients under the supervision of a physician within the medical practice standards of the governing body. Pat McBride,LPN (Practical Nurse II)-1.0 FTE, Assists with FP laboratory & clinic services. Interviews clients, administers immunizations and medications, helping maintain pharmacy and immunization inventory. Sherry Barbery, (Medical Lab Technician II)-1.0 FTEOversees the overall functions of the laboratory. Collects labs for Family Planning and clinic per nurses standing orders ensuring that every aspect of the services provided are done according to the national laboratory standards and is in the best interest of the client. Marlene Webb1.0 FTE-(Foreign Language Interpreter)-Responsible for interpreting and translating Spanish foreign Language for Family Planning and clinic. Arey Rash-RN (PH Director of Nursing I)-1.0 FTE, Responsible for the smooth operation of all clinic programs. Provides direct supervision to all clinic staff. Misty Smith-(Processing Assistant IV)1.0 FTE,-Supervisor of clerical staff. Also responsible for Family planning patient registration, billing for services rendered and data entry. Stacy McDaniel-(Processing Assistant III)-1.0 FTE,Responsible for Family Planning and clinic appointment scheduling, and obtaining necessary information for completing records, medical applications and lab reports. Jennifer Lundsford-(Processing Assistant III)-1.0 FTE, Responsible for information for financial eligibility determination in FP and all other Health Department clinics. Explains program participation guidelines for clients.

Fringe Benefits	$ 20,131.00	detail	FICA at 7.65% of salary. Retirement at 7.82% of salary. 401K @ 2% of salary. Health Insurance is $625.00 x 12 months (These rates applies to all employees listed above)
Other			
Total Human Resources	$ 82,781.00		

Operational Expenses/Capital Outlays

Supplies and Materials

Furniture		
Other		

Equipment

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		

Contractor Budget Worksheet (DPHrev121814)

Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses/Capital Outlays	$ -		
Subcontracting and Grants		detail	
Total Budged Expenditures	$ 82,781.00		

Salary & Fringe Worksheet **Activity Number/Name:** 151-FP-TITLE X

Health Department Name: Randolph County Health Department-FY20

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Julie Clark, RN		$ -	or	$ 57,827	12	30.00%		$ 17,348
April Wilburn, RN		$ -	or	$ 63,713	12	2.00%		$ 1,274
Rebecca Lambeth, NP		$ -	or	$ 65,985	12	40.00%		$ 26,394
Pat McBride,LPN		$ -	or	$ 33,780	12	5.00%		$ 1,689
Sherry Barbery		$ -	or	$ 40,312	12	5.50%		$ 2,217
Marlene Webb, FLI		$ -	or	$ 33,136	12	7.00%		$ 2,320
Arey Rash, PHDON I		$ -	or	$ 71,680	12	2.00%		$ 1,434
Misty Smith, PAIV		$ -	or	$ 32,907	12	16.00%		$ 5,265
Stacy McDaniel-PAIII		$ -	or	$ 28,082	12	14.88%		$ 4,179
Jennifer Lundsford, PAIII		$ -	or	$ 26,480	12	2.00%		$ 530
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 62,650

Narrative - enter in pink area brief description name and duties for each staff listed above.

Julie Clark, RN (PH Nurse III) -1.0 FTE, Coordinates and directs the FP program, establishing policies, procedures, and guidelines for the FP clients following state & federal guidelines.
April Wilburn, RN (PH Supervisor I) -1.0 FTE, Provides supervision, planning coordination, guidance, and direction to Family Planning and General Clinic staff.
Rebecca Lambeth,NP (Physician Extender II) 1.0 PTE -Provides medical diagnosis, treatment and referral for Health Department Family Planning patients under the supervision of a physician within the medical practice standards of the governing body.
Pat McBride,LPN (Practical Nurse II)-1.0 FTE, Assists with FP laboratory & clinic services. Interviews clients, administers immunizations and medications, helping maintain pharmacy and immunization inventory.
Sherry Barbery, (Medical Lab Technician II)-1.0 FTEOversees the overall functions of the laboratory. Collects labs for Family Planning and clinic per nurses standing orders ensuring that every aspect of the services provided are done according to the national laboratory standards and is in the best interest of the client.
Marlene Webb1.0 FTE-(Foreign Language Interpreter)-Responsible for interpreting and translating Spanish foreign Language for Family Planning and clinic.
Arey Rash-RN (PH Director of Nursing I)-1.0 FTE, Responsible for the smooth operation of all clinic programs. Provides direct supervision to all clinic staff.
Misty Smith-(Processing Assistant IV)1.0 FTE,-Supervisor of clerical staff. Also responsible for Family planning patient registration, billing for services rendered and data entry.
Stacy McDaniel-(Processing Assistant III)-1.0 FTE,Responsible for Family Planning and clinic appointment scheduling, and obtaining necessary information for completing records, medical applications and lab reports.
Jennifer Lundsford-(Processing Assistant III)-1.0 FTE, Responsible for information for financial eligibility determination in FP and all other Health Department clinics. Explains program participation guidelines for clients.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	Retirement @7.82% 401K @ 2%	$625 per employee x 12 months					
Julie Clark, RN	$ 4,423.77	$ 5,548.00	$ 7,500.00				$ 17,472.00	$ 5,242
April Wilburn, RN	$ 4,874.04	$ 6,111.00	$ 7,500.00				$ 18,485.00	$ 370
Rebecca Lambeth, NP	$ 5,047.85	$ 6,329.00	$ 7,500.00				$ 18,877.00	$ 7,551
Pat McBride,LPN	$ 2,584.17	$ 3,240.00	$ 7,500.00				$ 13,324.00	$ 666
Sherry Barbery	$ 3,083.87	$ 3,867.00	$ 7,500.00				$ 14,451.00	$ 795
Marlene Webb, FLI	$ 2,534.90	$ 3,178.00	$ 7,500.00				$ 13,213.00	$ 925
Arey Rash, PHDON I	$ 5,483.52	$ 6,875.00	$ 7,500.00				$ 19,859.00	$ 397
Misty Smith, PAIV	$ 2,517.39	$ 3,157.00	$ 7,500.00				$ 13,174.00	$ 2,108
Stacy McDaniel-PAIII	$ 2,148.27	$ 2,694.00	$ 7,500.00				$ 12,342.00	$ 1,836
Jennifer Lundsford, PAIII	$ 2,025.72	$ 2,540.00	$ 7,500.00				$ 12,066.00	$ 241
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 20,131

Narrative - enter in pink area any narrative necessary for fringes.

FICA at 7.65% of salary.
Retirement at 7.82% of salary.
401K @ 2% of salary.
Health Insurance is $625.00 x 12 months (These rates applies to all employees listed above)

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Richmond County Health Department

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 40,920.00	detail	To pay above employees salary percentages described above. Allison Smith is the Family Planning Coordinator manages the clinic. Pat Webb and Joleen Moore are the Nurse Practitioners for the Family Planning Clinic, providing physical exams and writes orders for Family Planning methods.
	Fringe Benefits	$ 3,130.00	detail	To pay above employees FICA percentage of 7.65% based on budgeted salary.
	Other			
Total Human Resources		$ 44,050.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				
	Advertising			

Contractor Budget Worksheet (DPHrev121814)

Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 44,050.00		

Salary & Fringe Worksheet

Local Health Department Richmond County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Allison Smith, RN		$ -	or	$ 59,001	12	30.00%		$ 17,700
Pat Webb, NP		$ -	or	$ 108,662	12	18.85%		$ 20,483
Joleen Moore, NP		$ -	or	$ 91,540	12	2.99%		$ 2,737
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 40,920

Narrative - enter in pink area brief description name and duties for each staff listed above.

To pay above employees salary percentages described above. Allison Smith is the Family Planning Coordinator manages the clinic. Pat Webb and Joleen Moore are the Nurse Practitioners for the Family Planning Clinic, providing physical exams and writes orders for Family Planning methods.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Allison Smith, RN	$ 4,513.58						$ 4,514.00	$ 1,354
Pat Webb, NP	$ 8,312.64						$ 8,313.00	$ 1,567
Joleen Moore, NP	$ 7,002.81						$ 7,003.00	$ 209
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 3,130

Narrative - enter in pink area any narrative necessary for fringes.

To pay above employees FICA percentage of 7.65% based on budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151 Family Planning

Local Health Department Name: Robeson County Department of Public Health

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 60,437.00	detail	Dorene Hardin - Public Health Nurse II - Provides family planning clinical services and post-pregnancy test follow-up not covered or reimbursed by Medicaid and serves on the family planning advisory board - Provides family planning clinical services. Connie Freeman - Physician Extender III - Provide family planning services (exams, procedures, treatments, referrals, & follow-up, etc.). Chiara Carter - Physician Extender II - Provide family planning services (exams, procedures, treatments, referrals, & follow-up, etc.). Danielle Wilkins, Wanda Woodell, Amelia Storms, & Madlene Floyd - Public Health Nurse II - Provides family planning clinical services (preconceptual education & counseling, pregnancy testing counseling, treatments, injections, draw blood, and dispense pharmacy, etc.).
	Fringe Benefits	$ 18,913.00	detail	7.65% FICA X Employee Salary / 7.56% Retirement X Employee Salary / 4% 401K X Employee Salary / $720.54 per mth X 12 mths = $8,646.48 for Insurance
	Other			$29,719 in TANF is being used for Salary and Fringes.
Total Human Resources		$ 79,350.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other	$ 16,950.00		Office Supplies - $11.17 x 12 months = $134.04 Medical Supplies - 32 Nexplanon X $399 = $12,768 & 16 Mirena X $253 = $4,048 = $16,950.

Contractor Budget Worksheet (DPHrev121814)

Equipment

Communication		
Office		
IT	$ 2,600.00	$2,000 - Laptop/Desktop/Microsoft Office/Keyboard/Mouse / $300 - Scanner / $300 - Printer $2,600.
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising	$ 1,500.00	Advertisements for posters, billboards, etc. 125 per month x 12 months = $1,500.
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items	$ 1,500.00	Promotional Items for the general public during community outreach events. (T-Shirts, Back-Pack, Umbrella, Lip Balm, etc..) $125 per mth X 12 mths = $1,500.
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses/Capital Outlays	$ 22,550.00		
Subcontracting and Grants		detail	
Total Budged Expenditures	$ 101,900.00		

Salary & Fringe Worksheet **Activity Number/Name:** **151 Family Planning**

Health Department Name: Robeson County Department of Public Health

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Dorene Hardin, PHN II		$ -	or	$ 55,632	12	15.10%		$ 8,400
Connie Freeman, PE III		$ -	or	$ 90,961	12	15.012%		$ 13,655
Chiara Carter, PE II		$ -	or	$ 84,420	12	15.00%		$ 12,663
Danielle Wilkins, PHN II		$ -	or	$ 48,922	12	15.00%		$ 7,338
Wanda Woodell, PHN II		$ -	or	$ 48,246	12	15.00%		$ 7,237
Ameila Storms, PHN II		$ -	or	$ 28,155	12	15.00%		$ 4,223
Madlene Floyd, PHN II		$ -	or	$ 46,140	12	15.00%		$ 6,921
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 60,437

Narrative - enter in pink area brief description name and duties for each staff listed above.

Dorene Hardin - Public Health Nurse II - Provides family planning clinical services and post-pregnancy test follow-up not covered or reimbursed by Medicaid and serves on the family planning advisory board - Provides family planning clinical services. Connie Freeman - Physician Extender III - Provide family planning services (exams, procedures, treatments, referrals, & follow-up, etc.). Chiara Carter - Physician Extender II - Provide family planning services (exams, procedures, treatments, referrals, & follow-up, etc.). Danielle Wilkins, Wanda Woodell, Amelia Storms, & Madlene Floyd - Public Health Nurse II - Provides family planning clinical services (preconceptual education & counseling, pregnancy testing counseling, treatments, injections, draw blood, and dispense pharmacy, etc.).

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**11.56**	**$720.54 Monthly**					
Dorene Hardin, PHN II	$ 4,255.85	$ 6,431.06	$ 8,646.48				$ 19,333.00	$ 2,919
Connie Freeman, PE III	$ 6,958.52	$ 10,515.10	$ 8,646.48				$ 26,120.00	$ 3,921
Chiara Carter, PE II	$ 6,458.13	$ 9,758.96	$ 8,646.48				$ 24,863.00	$ 3,729
Danielle Wilkins, PHN II	$ 3,742.53	$ 5,655.39	$ 8,646.48				$ 18,044.00	$ 2,707
Wanda Woodell, PHN II	$ 3,690.82	$ 5,577.24	$ 8,646.48				$ 17,914.00	$ 2,687
Ameila Storms, PHN II	$ 2,153.86						$ 2,154.00	$ 323
Madlene Floyd, PHN II	$ 3,529.71	$ 5,333.79	$ 8,646.48				$ 17,510.00	$ 2,627
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 18,913

Narrative - enter in pink area any narrative necessary for fringes.

7.65% FICA X Employee Salary / 7.56% Retirement X Employee Salary / 4% 401K X Employee Salary / $720.54 per mth X 12 mths = $8,646.48 for Insurance

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Rockingham County Department of Health and Human Services

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 53,024.00	detail	Kelly Dixon WH NP- work in FP clinic as .5 FTE and completes physical assessments and problem (diagnosis and treatments), prescribes and inserts and removes LARCSvisits on FP clients. Heather Parrish FNP- works in FP clinic as .5 FTE where she also completes physical assessments and problem visits(diagnosis and treatments), prescribes and inserts and removes LARCS Jeenie Shelton, RN BSN Supervisor I-FP Clinic - 1 FTE works in Family Planning clinic 1) Intake patient history/reason for apt 2) Collects labs for FP program per standing orders 3)Provide Family Planning educational required components 4) Assist medical providers within their scope of nursing practice.
	Fringe Benefits	$ 4,057.00	detail	FICA - 7.65 % of salary.
	Other			
Total Human Resources		$ 57,081.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			

Contractor Budget Worksheet (DPHrev121814)

Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints	$ 205.00	Reprinting of educational Materials(BC method fact sheets) (Douching facts sheet) 2,050 reprints x $0.10 per reprint = $205.00.
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 205.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 57,286.00		

Salary & Fringe Worksheet

Local Health Department Rockingham County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Kelly Dixon WH NP		$ -	or	$ 46,442	12	50.00%		$ 23,221
Heather Parrish FNP		$ -	or	$ 47,233	12	50.00%		$ 23,617
Jeenie Shelton Supervisor I FP		$ -	or	$ 77,321	12	8.00%		$ 6,186
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 53,024

Narrative - enter in pink area brief description name and duties for each staff listed above.

Kelly Dixon WH NP- work in FP clinic as .5 FTE and completes physical assessments and problem (diagnosis and treatments), prescribes and inserts and removes LARCSvisits on FP clients.
Heather Parrish FNP- works in FP clinic as .5 FTE where she also completes physical assessments and problem visits(diagnosis and treatments), prescribes and inserts and removes LARCS
Jeenie Shelton, RN BSN Supervisor I-FP Clinic - 1 FTE works in Family Planning clinic 1) Intake patient history/reason for apt 2) Collects labs for FP program per standing orders 3)Provide Family Planning educational required components 4) Assist medical providers within their scope of nursing practice.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Kelly Dixon WH NP	$ 3,552.81						$ 3,553.00	$ 1,777
Heather Parrish FNP	$ 3,613.32						$ 3,613.00	$ 1,807
Jeenie Shelton Supervisor I FP	$ 5,915.06						$ 5,915.00	$ 473
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 4,057

Narrative - enter in pink area any narrative necessary for fringes.

FICA - 7.65 % of salary.

Contractor Budget Worksheet (DPHrev121814)

Contract Number

Contractor Rowan County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 62,393.00	detail	Ann Mathew and Tyler Miller-Bost, two nurse practitioners, provide direct care to clients including annual physicals, method problem visits, prescribing contraceptives, and inserting IUD's. Lloyd Nickerson, MD serves as Medical Director and provides direct care approximately 3 days per month. Selena Bell, Mary Alice Brewer, Jeane Lowman, Pam Thompson, Ashley Sikes, Kritsana Singha, Kelly Steele, Erica Poole and Joan Vest are Public Health Nurses that interview family planning clients for current medical history/problems, collect biometric data, provide education and required follow up, and deliver contraceptive injections and/or prescribed oral contraceptive refills between annual visits. Kritsana Singha also functions as the clinic coordinator. Hilda Burch and Elena DelaCruz, Foreign Language Interpreters, provide interpretation for Spanish speaking clients by phone and for staff working with clients during face to face visits. Mary Rachui, Interim Nursing Director and Angela Worley, Nursing Supervisor provide oversight and guidance for personal health services and staff. Jackie Walker, medical lab technician and Lauren Morris, pharmacy technician also interact with clients in their roles. Other staff listed are office assistants (provide appointment scheduling, reception and check-out services), account technicians and office supervisor (billing and account reconciliation and office staff supervision), and quality improvement specialist (accreditation and some program activities).
	Fringe Benefits	$ 22,293.00	detail	Columns were completed for the fringe benefits paid by the health department funds, other fringe paid by county. FICA is 7.65%; Retirement/401K is 0.0707%/0.03%; HI is $9,360 flat rate; and WC is 0.02%. Dr. Nickerson is contract and does not receive benefits.
	Other			
Total Human Resources		$ 84,686.00		

Contractor Budget Worksheet (DPHrev121814)

Operational Expenses/Capital Outlays

Supplies and Materials		
Furniture	$ -	
Other		
Equipment		
Communication		
Office	$ -	
IT		
Assistive Technology	$ -	
Medical		
Vehicles	$ -	
Scientific	$ -	
Other	$ -	
Media/Communications		
Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations	$ -	
Logos	$ -	
Promotional Items	$ -	
Publications	$ -	
PSAs and Ads	$ -	
Reprints	$ -	
Text translation	$ -	
Websites and Web Materials	$ -	
Total Operational Expenses/Capital Outlays	$ -	
Subcontracting and Grants		detail
Total Budged Expenditures	$ 84,686.00	

Salary & Fringe Worksheet **Contract Number:** **FAMILY PLANNING**

Contractor: Rowan County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula will calculate the amount to come from the contract)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
BARE, JULIE	14.67	$ 30,514	or		12	0 91%		$ 278
ALDRIDGE, KARLA	16.00	$ 33,280	or		12	0.75%		$ 250
BELL, SELENA	29.94	$ 62,275	or		12	1 00%		$ 623
BREWER, MARY ALICE	29.03	$ 60,382	or		12	4 25%		$ 2,566
BURCH, HILDA	14.94	$ 31,075	or		12	2.75%		$ 855
CARTER, TYKEISHA	13.31	$ 27,685	or		12	2 00%		$ 554
DELACRUZ, ELENA	15.00	$ 31,200	or		12	3 50%		$ 1,092
ISENHOUR, CINDY	13.97	$ 29,058	or		12	3 36%		$ 976
WALKER, JACKIE	17.93	$ 37,294	or		12	1.75%		$ 653
MORRIS, LAUREN	17.00	$ 35,360	or		12	1.750%		$ 619
POOLE, ERICA	27.40	$ 56,992	or		12	1 00%		$ 570
LOWMAN, JEANE	27.50	$ 57,200	or		12	2 00%		$ 1,144
MATHEW, ANN	41.22	$ 85,738	or		12	12 30%		$ 10,546
MILLER, JUNE	16.51	$ 34,341	or		12	5.75%		$ 1,975
WORLEY, ANGELA	33.14	$ 68,931	or		12	0 80%		$ 551
CALABRO, XOCHITL	14.09	$ 29,307	or		12	3 00%		$ 879
MILLER-BOST,TYLER	46.68	$ 97,094	or		12	9 00%		$ 8,738
THOMAS, ALISHA	12.70	$ 26,416	or		12	5 26%		$ 1,389
ROLDAN, CARMEN	15.00	$ 31,200	or		12	3.76%		$ 1,173
SIKES, ASHLEY	26.40	$ 54,912	or		12	10 25%		$ 5,628
SINGHA, KRITSANA	30.09	$ 62,587	or		12	10 25%		$ 6,415
RACHUI, MARY	36.64	$ 76,211	or		12	5 00%		$ 3,811
STEELE, KELLY	27.41	$ 57,013	or		12	10 25%		$ 5,844
THOMPSON, PAM	35.59	$ 74,027	or		12	2 01%		$ 1,488
VEST, JOAN	30.92	$ 64,314	or		12	3 00%		$ 1,929
VINSON, MELISSA	14.40	$ 29,952	or		12	1 01%		$ 303
WOLF, SHERRY (80%)	13.32	$ 27,706	or		12	1 02%		$ 283
GARDNER, LATOYA	15.49	$ 32,219	or		12	1 01%		$ 325
NICKERSON, LLOYD	150.00	$ 312,000	or		12	0 30%		$ 936
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 62,393

Narrative - enter in pink area brief description name and duties for each staff listed above.

Ann Mathew and Tyler Miller-Bost, two nurse prac itioners, provide direct care to clients including annual physicals, method problem visits, prescribing contraceptives, and inser ing IUD's. Lloyd Nickerson, MD serves as Medical Director and provides direct care approximately 3 days per month. Selena Bell, Mary Alice Brewer, Jeane Lowman, Pam Thompson, Ashley Sikes, Kritsana Singha, Kelly Steele, Erica Poole and Joan Vest are Public Health Nurses hat interview family planning clients for current medical history/problems, collect biometric data, provide education and required follow up, and deliver contraceptive injections and/or prescribed oral contraceptive refills between annual visits. Kritsana Singha also func ions as the clinic coordinator. Hilda Burch and Elena DelaCruz, Foreign Language Interpreters, provide interpretation for Spanish speaking clients by phone and for staff working with clients during face to face visits. Mary Rachui, Interim Nursing Director and Angela Worley, Nursing Supervisor provide oversight and guidance for personal health services and staff. Jackie Walker, medical lab technician and Lauren Morris, pharmacy technician also interact with clients in their roles. Other staff listed are office assistants (provide appointment scheduling, reception and check-out services), account technicians and office supervisor (billing and account reconcilia ion and office staff supervision), and quality improvement specialist (accreditation and some program activities).

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total annual amounts for each person listed. The formula will calculate the amount to come from the contract)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $118,500) + 1.45% x salary (no limit)	**0.0707/ 0.03**	**$ 9,360.00**		**0.02**			
BARE, JULIE	$ 2,334.32	$ 3,072.76	$ 9,360 00		$ 610.28			$ 140
ALDRIDGE, KARLA	$ 2,545.92	$ 3,351.30	$ 9,360 00		$ 665.60			$ 119
BELL, SELENA	$ 4,764.04	$ 6,271.09	$ 9,360 00		$ 1,245.50			$ 216
BREWER, MARY ALICE	$ 4,619.22	$ 6,080.47	$ 9 360 00		$ 1,207.64			$ 904
BURCH, HILDA	$ 2,377.24	$ 3,129.25	$ 9 360 00		$ 621.50			$ 426
CARTER, TYKEISHA	$ 2,117.90	$ 2,787.88	$ 9 360 00		$ 553.70			$ 296
DELACRUZ, ELENA	$ 2,386.80	$ 3,141.84	$ 9,360 00		$ 624.00			$ 543
ISENHOUR, CINDY	$ 2,222.94	$ 2,926.14	$ 9,360 00		$ 581.16			$ 507
WALKER, JACKIE	$ 2,852.99	$ 3,755.51	$ 9,360 00		$ 745.88			$ 293
MORRIS, LAUREN	$ 2,705.04	$ 3,560.75	$ 9,360 00		$ 707.20			$ 286
POOLE, ERICA	$ 4,359.89	$ 5,739.09	$ 9 360 00		$ 1,139.84			$ 206
LOWMAN, JEANE	$ 4,375.80	$ 5,760.04	$ 9 360 00		$ 1,144.00			$ 413
MATHEW, ANN	$ 6,558.96	$ 8,633.82	$ 9,360 00		$ 1,714.76			$ 3,231
MILLER, JUNE	$ 2,627.09	$ 3,458.14	$ 9,360 00		$ 686.82			$ 928
WORLEY, ANGELA	$ 5,273.22	$ 6,941.35	$ 9,360 00		$ 1,378.62			$ 184
CALABRO, XOCHITL	$ 2,241.99	$ 2,951.21	$ 9,360 00		$ 586.14			$ 454
MILLER-BOST,TYLER	$ 7,427.69	$ 9,777.37	$ 9 360 00		$ 1,941.88			$ 2,566
THOMAS, ALISHA	$ 2,020.82	$ 2,660.09	$ 9 360 00		$ 528.32			$ 766
ROLDAN, CARMEN	$ 2,386.80	$ 3,141.84	$ 9 360 00		$ 624.00			$ 583
SIKES, ASHLEY	$ 4,200.77	$ 5,529.64	$ 9,360 00		$ 1,098.24			$ 2,069
SINGHA, KRITSANA	$ 4,787.91	$ 6,302.51	$ 9,360 00		$ 1,251.74			$ 2,225
RACHUI, MARY	$ 5,830.14	$ 7,674.45	$ 9,360 00		$ 1,524.22			$ 1,219
STEELE, KELLY	$ 4,361.49	$ 5,741.21	$ 9 360 00		$ 1,140.26			$ 2,112
THOMPSON, PAM	$ 5,663.07	$ 7,454.52	$ 9 360 00		$ 1,480.54			$ 482
VEST, JOAN	$ 4,920.02	$ 6,476.42	$ 9 360 00		$ 1,286.28			$ 661
VINSON, MELISSA	$ 2,291.33	$ 3,016.17	$ 9,360 00		$ 599.04			$ 154
WOLF, SHERRY (80%)	$ 2,119.51	$ 2,789.99	$ 9,360 00		$ 554.12			$ 151
GARDNER, LATOYA	$ 2,464.75	$ 3,244.45	$ 9,360 00		$ 644.38			$ 159
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 22,293

Narrative - enter in pink area any narrative necessary for fringes.

Columns were completed for the fringe benefits paid by the health department funds, other fringe paid by county. FICA is 7.65%; Re irement/401K is 0.0707%/0.03%; HI is $9,360 flat rate; and WC is 0.02%. Dr. Nickerson is contract and does not receive benefits.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Rutherford Polk McDowell Health District

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 118,770.00	detail	J Robbins 1.0 FTE Rutherford County FP Coordinator, M Calhoun PHN II 0.4
	Fringe Benefits	$ 9,086.00	detail	FICA is 7.65% of budgeted salary.
	Other			
Total Human Resources		$ 127,856.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				
	Advertising			
	Audiovisual Presentations, Multimedia, TV, Radio Presentations			
	Logos			

Contractor Budget Worksheet (DPHrev121814)

Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 127,856.00		

Salary & Fringe Worksheet

Local Health Department Rutherford Polk McDowell Health District

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
J Robbins PHN II 1.0			or	$ 64,104	12	100.00%		$ 64,104
M. Calhoun PHN II 0.4		$ -	or	$ 66,327	12	40.137%		$ 26,622
L Black 0.8 FTE		$ -	or	$ 60,966	12	46.00%		$ 28,044
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 118,770

Narrative - enter in pink area brief description name and duties for each staff listed above.

J Robbins 1.0 FTE Rutherford County FP Coordinator, M Calhoun PHN II 0.4 FTE FP Coordinator McDowell, L Black 0.46 FTE FP Clinic nurse, responsible for chart review, working with physicians, follow up of abnormal labs.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
J Robbins PHN II 1.0	$ 4,903.96						$ 4,904.00	$ 4,904
M. Calhoun PHN II 0.4	$ 5,074.02						$ 5,074.00	$ 2,037
L Black 0.8 FTE	$ 4,663.90						$ 4,664.00	$ 2,145
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 9,086

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Sampson County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 45,126.00	detail	Emily Spell - PHN II - Family Planning Coordinator - Responsible for Family Planning Program policy and procedures; Performs the following duties for patients that request Family Planning services: 1. Intake of patient history ; 2. Order and collect labs for program per standing orders; 3. Provide education to include method choices; 4. Assist medical providers with PE and any other needs; 5. Provides follow up for any abnormalities. Michelle Simmons - Nurse Practitioner-Review hx and provide physical exams and identify any needs that may need follow-up; Sharon Smith - Nurse Practitioner- Review hx and provide physical exams and provide for needs found during the assessment; Tracy Harper - Lab Manager- Conduct lab testing for planning services; Wanda Robinson - Health Director- Manage health department services.
	Fringe Benefits	$ 11,505.00	detail	FICA @ 6.2%, FICA Medicare @ 1.45%, Retirement @ 7.81%, 401K @ 5%, Health Insurance @ 8808.00 annually per person, Dental Insurance @ 360.00 annually per person.
	Other			
Total Human Resources		$ 56,631.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 200.00		Lapcorp processing fees - $200/12 months = approximately $16.67 per month.
Equipment				

Contractor Budget Worksheet (DPHrev121814)

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 200.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 56,831.00		

Salary & Fringe Worksheet

Local Health Department Sampson County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Emily Spell		$ -	or	$ 50,460	12	40.00%		$ 20,184
Michelle Simmons		$ -	or	$ 78,660	12	12.00%		$ 9,439
Sharon Smith		$ -	or	$ 79,452	12	12.00%		$ 9,534
Tracy Harper		$ -	or	$ 50,964	12	5.00%		$ 2,548
Wanda Robinson		$ -	or	$ 85,524	12	4.00%		$ 3,421
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 45,126

Narrative - enter in pink area brief description name and duties for each staff listed above.

Emily Spell - PHN II - Family Planning Coordinator - Responsible for Family Planning Program policy and procedures; Performs the following duties for patients that request Family Planning services: 1. Intake of patient history ; 2. Order and collect labs for program per standing orders; 3. Provide education to include method choices; 4. Assist medical providers with PE and any other needs; 5. Provides follow up for any abnormalities. Michelle Simmons - Nurse Practitioner-Review hx and provide physical exams and identify any needs that may need follow-up; Sharon Smith - Nurse Practitioner- Review hx and provide physical exams and provide for needs found during the assessment; Tracy Harper - Lab Manager- Conduct lab testing for planning services; Wanda Robinson - Health Director- Manage health department services.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**12.81%**	**$ 9,168.00**					
Emily Spell	$ 3,860.19	$ 2,585.57	$ 9,168.00				$ 15,614.00	$ 6,246
Michelle Simmons	$ 6,017.49	$ 1,209.14	$ 9,168.00				$ 16,394.00	$ 1,967
Sharon Smith	$ 6,078.08	$ 1,221.31	$ 9,168.00				$ 16,467.00	$ 1,976
Tracy Harper	$ 3,898.75	$ 326.40	$ 9,168.00				$ 13,393.00	$ 670
Wanda Robinson	$ 6,542.59	$ 438.23	$ 9,168.00				$ 16,149.00	$ 646
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 11,505

Narrative - enter in pink area any narrative necessary for fringes.

FICA @ 6.2%, FICA Medicare @ 1.45%, Retirement @ 7.81%, 401K @ 5%, Health Insurance @ 8808.00 annually per person, Dental Insurance @ 360.00 annually per person.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Scotland County Health Department

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 16,867.00	detail	V. Purcell, PHN I, 1.0 FTE, Performs the following duties for Family Planning patients: 1) Intake of patient history/reason for appointment 2)Provides education to patients regarding family planning methods, family planning services, BMI, and other family planning educational requirements. 3) Dispense medications, provide treatment as needed 4)Assist medical providers with any needs within the nursing scope of practice.
	Fringe Benefits	$ 6,081.00	detail	FICA is 7.65% of budgeted salary. 7.83% of budgeted salary is Retirement. 2% match for staff with a 401K. Health Insurance is $7,612 annually. Worker's Comp is 0.0038375% of budgeted salary. Life Insurance is $145 annually.
	Other			
Total Human Resources		$ 22,948.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 875.00		Multiple Vitamins with folic acid for Family Planning Patients ($1.75 x 500 bottles = $875.00)
Equipment				
	Communication			
	Office	$ 300.00		Office supplies for Family Planning Supervisor and Family Planning nurse Printer cartridges to print policies, reports, materials, etc. $150.00 x 2 staff = $300.00.
	IT			

Contractor Budget Worksheet (DPHrev121814)

Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising			
Audiovisual Presentations, Multimedia, TV, Radio Presentations	$	12,050.00	Family Planning billboard to advertise services (production costs 500.00, ad cost per month $550.00 x 10 months)= $5,500.00 Radio advertisement cost $655.00 per month x 10 months = $6,550.00
Logos			
Promotional Items	$	4,462.50	Golf umbrellas given to Family Planning Patients at Annual visit: 250 x $14.60 each = 3,650.00; Women's Footie Socks given to Family Planning patients at Initial and Annual visits: 250 X $3.25= $812.50
Publications			
PSAs and Ads	$	3,261.50	Newspaper Advertisement to advertise Family Planning services = $3,261.50/10 months = $326.15 per month.
Reprints			
Text translation			
Websites and Web Materials			

Total Operational Expenses	$	20,949.00		
Subcontracting and Grants			detail	
Total Budgeted Expenditures	$	43,897.00		

Salary & Fringe Worksheet

Local Health Department Scotland County Health Department

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Family Planning Nurse		$ -	or	$ 42,168	12	40.00%		$ 16,867
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 16,867

Narrative - enter in pink area brief description name and duties for each staff listed above.

V. Purcell, PHN I, 1.0 FTE, Performs the following duties for Family Planning patients: 1) Intake of patient history/reason for appointment 2)Provides education to patients regarding family planning methods, family planning services, BMI, and other family planning educational requirements. 3) Dispense medications, provide treatment as needed 4)Assist medical providers with any needs within the nursing scope of practice.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Life Insurance**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.83% - Retirement 2% - 401K**	**7,612.00**		**0.0038375% of Salary**	**$145 Annually**		
Family Planning Nurse	$ 3,225.85	$ 4,145.11	$ 7,612.00		$ 161.82	$ 58.00	$ 15,203.00	$ 6,081
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 6,081

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. 7.83% of budgeted salary is Retirement. 2% match for staff with a 401K. Health Insurance is $7,612 annually. Worker's Comp is 0.0038375% of budgeted salary. Life Insurance is $145 annually.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Stanly County Health Department

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	#REF!	detail	#REF!
	Fringe Benefits	#REF!	detail	#REF!
	Other			
Total Human Resources		#REF!		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				
	Advertising			
	Audiovisual Presentations, Multimedia, TV, Radio Presentations			
	Logos			

Contractor Budget Worksheet (DPHrev121814)

Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		
Total Operational Expenses	$ -	
Subcontracting and Grants	$ 46,281.00 detail	19.3483 hours per week at $46.00 per hour FNP contract with Carolinas Healthcare Stanly to provide direct patient care at Stanly County Health Department for Family Planning patients. Provides initial exam and follow-up appointments. $46,281.13 ~ $46,281.00.
Total Budgeted Expenditures	$ 46,281.00	

Stanly County **Subcontractor Budget Worksheet**

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow and pink shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden.

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 46,281.00		19.3483 hours per week at $46.00 per hour FNP contract with Carolinas Healthcare Stanly to provide direct patient care at Stanly County Health Department for Family Planning patients. Provides initial exam and follow-up appointments. $46,281.13 ~ $46,281.00.
	Fringe Benefits			
	Other			
Total Human Resources		$ 46,281.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			
Media/Communications				
	Advertising			

Subcontractor Budget Worksheet

Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -
Total Budgeted Expenditures	$ 46,281.00

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: STOKES COUNTY HEALTH DEPARTMENT

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 29,465.00	detail	Tina Woods, PHN II, Family Planning Coordinator. Coordinates FP Program and reassures program requirements are being met. Maria Fortin, PA-C, Physician Extender. Performs family planning services for patients. Wanda East, Administrative Officer. Monitors budget and completes financial reports for program.
	Fringe Benefits	$ 8,185.00	detail	FICA is 7.65% of budgeted salary. Retirement is 7.59% of budgeted salary. HI is an annual rate of $6,480.36. UI is an annual rate of $235.
	Other			
Total Human Resources		$ 37,650.00		
Operational Expenses				
Supplies and Materials				
	Furniture	$ 670.00		Office desk - 1 office desk x $670 each = $670.
	Other			
Equipment				
	Communication			
	Office	$ 290.00		Office chairs to replace old ones - $145 per chair x 2 chairs = $290.
	IT	$ 1,750.00		Computer to replace current FP Coord. aged-out computer. $1,750 per computer x 1 computer = $1,750.
	Assistive Technology			
	Medical	$ 2,921.00		Light for speculums ($276 per speculum x1 speculum = $276), exam table ($1,300 per exam table x 2 tables = $2,600), exam room stool ($45 per stool x 1 stool - $45).
	Vehicles			

Contractor Budget Worksheet (DPHrev121814)

Scientific	$ 768.00	Microscope to replace current microscope of 15+ years - 1 microscope x $768 per microscope = $768.
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 6,399.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 44,049.00		

Salary & Fringe Worksheet

Local Health Department

STOKES COUNTY HEALTH DEPARTMENT

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate the prorated amount attributed to the contract.)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
PHN II		$ -	or	$ 49,276	12	35.00%		$ 17,247
Physician Extender II		$ -	or	$ 80,712	12	10.00%		$ 8,071
Administrative Officer		$ -	or	$ 41,473	12	10.00%		$ 4,147
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 29,465

Narrative - enter in pink area brief description name and duties for each staff listed above.

Tina Woods, PHN II, Family Planning Coordinator. Coordinates FP Program and reassures program requirements are being met.
Maria Fortin, PA-C, Physician Extender. Performs family planning services for patients.
Wanda East, Administrative Officer. Monitors budget and completes financial reports for program.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate he prorated amount attributed to the contract.)	FICA	Retirement/ 401K, etc.	Health/ Medical and Dental	Unemployment Insurance	Worker's Comp Insurance	Other (give detail here)	Annual Total	Budgeted Amount (Prorated)
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**7.59%**	**$6,100.92 per year Health $379.44 per year Dental**	**$235 per year**				
PHN II	$ 3,769.61	$ 3,740.05	$ 6,480.36	$ 235.00			$ 14,225.00	$ 4,979
Physician Extender II	$ 6,174.47	$ 6,126.04	$ 6,480.36	$ 235.00			$ 19,015.00	$ 1,902
Administrative Officer	$ 3,172.68	$ 3,147.80	$ 6,480.36	$ 235.00			$ 13,036.00	$ 1,304
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 8,185

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement is 7.59% of budgeted salary. HI is an annual rate of $6,480.36. UI is an annual rate of $235.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Surry County Health and Nutrition Center

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ -	detail	0
	Fringe Benefits	$ -	detail	0
	Other			
Total Human Resources		$ -		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 51,095.00		The breakdown of cost is as follows: Depo Shots are $0.01 per shot, and we plan to purchase 1,250 units, yielding $12.50. Liletta IUDs cost $47.04 per unit, and we plan to purchase 15 units, yielding $705.60. Nexplanon costs $403.53 per unit, and we plan to purchase 78 units, yielding $31,475.34. Paragard is $237.14 per unit, and we plan to purchase 8 units, yielding $1,897.12. Condoms cost $0.12 per unit, and we plan to purchase 6,000 units, yielding $720.00. Plan B costs $3.69 per unit, and we plan to purchase 50 units, yielding $184.50. Combined Oral Contraceptives has an average price of $2.00 (depends on which type), and we plan to buy an average of 2,000 units, yielding $4,000.00. To cover fess associated with IUD/implant insertion and removal for uninsured patients, $10,062/12 months = $838.50 per month. For injection fees associated with injectable contraceptives for uninsured patients, $2,037.94/12 months = $169.828 per month. In total, medical supplies and fees total $51,095.
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			

Contractor Budget Worksheet (DPHrev121814)

Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 51,095.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 51,095.00		

Salary & Fringe Worksheet

Local Health Department Surry County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	**Hourly Rate (dollars per hour)**	**Annual Rate**	**OR**	**Annual Salary** if using hourly rate, do NOT enter a salary	**Months Worked on this Contract**	**Percent of Time Worked on this Contract %**	**Do not use this column**	**Budgeted Amount (Prorated)**
Enter title in this cell		$ -	or	$ 50,000	12			$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ -

Narrative - enter in pink area brief description name and duties for each staff listed above.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Enter title in this cell	$ 3,825.00						$ 3,825.00	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ -

Narrative - enter in pink area any narrative necessary for fringes.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Swain County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 27,203.00	detail	All staff salary to coordinate and facilitate program: RN works with patients in clinic and manages care of the client as well as manages FP program. Clinical Services Director Supervises all of the RN's, works some in FP clinic, and supervises all of the clinic programs, Billing clerk does all of the billing for the programs including family planning, The Operations Director supervises the billing clerk and acts as her back-up. The health director manages the entire department and directly supervises the clinical services director and the Operations Director. 10% of the budget comes from In-Kind Funding from Swain County.
	Fringe Benefits	$ 2,081.00	detail	The Fringe Benefit that is being paid out of the Title X allocation is FICA - 7.65%.
	Other			
Total Human Resources		$ 29,284.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other	$ 4,825.00		3 Mirena IUD @ $375 each=$1,125, 2 Paraguard @ $250 ea=$500, 8 Nexplanon @ $400 ea=$3,200
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			

Contractor Budget Worksheet (DPHrev121814)

Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ 4,825.00		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 34,109.00		

Salary & Fringe Worksheet

Local Health Department Swain County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
RN	20.49	$ 42,619	or		12	40.03%		$ 17,060
Clinical Services Director	24.89	$ 51,771	or		12	7.80%		$ 4,038
Processing Assistant	10.78	$ 22,422	or		12	6.00%		$ 1,345
Billing Clerk	14.46	$ 30,077	or		12	5.00%		$ 1,504
Operations Director	17.92	$ 37,274	or		12	5.00%		$ 1,864
Health Director	33.46	$ 69,597	or		12	2.00%		$ 1,392
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 27,203

Narrative - enter in pink area brief description name and duties for each staff listed above.

All staff salary to coordinate and facilitate program: RN works with patients in clinic and manages care of the client as well as manages FP program. Clinical Services Director Supervises all of the RN's, works some in FP clinic, and supervises all of the clinic programs, Billing clerk does all of the billing for the programs including family planning. The Operations Director supervises the billing clerk and acts as her back-up. The health director manages the entire department and directly supervises the clinical services director and the Operations Director. 10% of the budget comes from In-Kind Funding from Swain County.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
RN	$ 3,260.35						$ 3,260.00	$ 1,305
Clinical Services Director	$ 3,960.48						$ 3,960.00	$ 309
Processing Assistant	$ 1,715.28						$ 1,715.00	$ 103
Billing Clerk	$ 2,300.89						$ 2,301.00	$ 115
Operations Director	$ 2,851.46						$ 2,851.00	$ 143
Health Director	$ 5,324.17						$ 5,324.00	$ 106
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 2,081

Narrative - enter in pink area any narrative necessary for fringes.

The Fringe Benefit that is being paid out of the Title X allocation is FICA - 7.65%.

Contractor Budget Worksheet (DPHrev121814)

151 Family Planning Agreement Addenda

Local Health Department Name: Toe River Health District

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 42,550.00	detail	Office and processing assistants make appointments, checks patients in and out, perform clerical duties and billing. Registered nurses provide direct patient care and follow-up. Family nurse practitioners provide direct patient care and follow-up. PHN Supervisors provide administrative oversite for the Family Planning Program and staff and manage the local 340 B FP Medication inventory. Interpreters provide interpretation services for clients and written translation. PHN Director provides oversite to the PHN Supervisors and is responsible for ordering and managing all medications in the FP 340 B program.
	Fringe Benefits	$ 12,040.00	detail	FICA is 7.65% of budgeted salary. Retirement is 7.56% of budgeted salary. Health/Medical is $6,159 annually. WC is 1% of budgeted salary.
	Other			
Total Human Resources		$ 54,590.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			

Medical	$	869.00	Medical Supplies: uterine sounds, vaginal specula (small & medium), table paper, exam capes, drape sheets, exam gloves, OB/GYN swabs, Lube gel, Nexplanon supplies (betadine, bandages, skin closures, sterile gloves, sterile drapes, scalpels) $869/12 months = $72.42 per month.
Drugs	$	6,240.00	Birth control pills: Alesse ($3/pack) X 980 packs = $2,940 Ortho Micronor ($2/pack) X 540 packs = $1,080 Ortho Cyclen ($2/pack) X 680 packs = $1,360 Ortho Tri-Cyclen Lo ($2/pack) X 430 packs = $860 Total annual cost for birth control pills $6,240
Long-Acting Reversible Contraception	$	24,375.00	Nexplanon ($400/each) X 40 = $16,000 Mirena IUD ($325/each) X 20 = $6,500 Skyla IUD ($375/each) X 5 = $1,875 Total annual cost for LARCs = $24,375
Other	$	3,500.00	Depo ($28/each) for TANF Patients X 125 = $3,500

Equipment

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Travel

Contractor Staff		
Board Members Expense		

Utilities

Dues and Subscriptions		
Other		
Audit Services		
Service Payments		
Incentives and Participants		
Insurance and Bonding		
Other -Laboratory	$ 3,900.00	In-House Labs: Hemoglobin ($4) X 5 = $20 Pregnancy Tests ($5) X 125 = $625 Urinalysis, complete ($4) X 10 = $40 Urinalysis ($3) X 5 = $15 Wet Mount ($4) X 75= $300 Total annual cost for In-House Labs = $1,000 Reference Labs: Chlamydia/GC ($5) X 160 = $800 Pap ($15) X 90 = $1,350 HPV ($20) X 30 = $600 RPR ($3) X 50 = $150 Total annual cost for Reference Labs = $2,900 Total annual lab cost = $3,900
Total Operational Expenses/Capital Outlays	$ 38,884.00	
Subcontracting and Grants		detail
Indirect Cost	$ 4,553.00	Administrative overhead is the cost of the health director, finance officer, purchasing, IT and human resources that is charged to each program based on the programs percentage of total payroll. $379.42 mthly x 12 months = $4,553.
Contractor Match		

Total Budged Expenditures $ 98,027.00

OR The cost per service line item is separate from total budgeted expenditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.

Total Cost Per Service

Salary & Fringe Worksheet **Contract Number:** 0

Contractor: Toe River Health District

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula will calculate the amount to come from the contract)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Family Nurse Practitioner	31.88	$ 66,310	or		12	6.50%		$ 4,310
Family Nurse Practitioner	41.20	$ 85,696	or		12	6.50%		$ 5,570
Family Nurse Practitioner	26.71	$ 55,557	or		12	6.50%		$ 3,611
Processing Assistant III	9.63	$ 20,030	or		12	6.50%		$ 1,302
Processing Assistant III	9.33	$ 19,406	or		12	6.50%		$ 1,261
Office Assistant IV	12.92	$ 26,874	or		12	6.50%		$ 1,747
Interpreter	11.45	$ 23,816	or		12	6.50%		$ 1,548
Interpreter	11.45	$ 23,816	or		12	6.50%		$ 1,548
Interpreter	11.61	$ 24,149	or		12	6.50%		$ 1,570
Registered Nurse	19.11	$ 39,749	or		12	5.90%		$ 2,345
Registered Nurse	20.01	$ 41,621	or		12	5.878%		$ 2,446
Registered Nurse	22.02	$ 45,802	or		12	6.00%		$ 2,748
PHN Supervisor I	24.02	$ 49,962	or		12	6.00%		$ 2,998
PHN Supervisor II	23.10	$ 48,048	or		12	6.00%		$ 2,883
PHN Supervisor II	24.49	$ 50,939	or		12	6.00%		$ 3,056
PHD Director I	28.90	$ 60,112	or		12	6.00%		$ 3,607
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 42,550

Narrative - enter in pink area brief description name and duties for each staff listed above.

Office and processing assistants make appointments, checks patients in and out, perform clerical duties and billing.
Registered nurses provide direct patient care and follow-up.
Family nurse practitioners provide direct patient care and follow-up.
PHN Supervisors provide administrative oversite for the Family Planning Program and staff and manage the local 340 B FP Medication inventory.
Interpreters provide interpretation services for clients and written translation.
PHN Director provides oversite to the PHN Supervisors and is responsible for ordering and managing all medications in the FP 340 B program.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total annual amounts for each person listed. The formula will calculate the amount to come from the contract)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $118,500) + 1.45% x salary (no limit)	**7.56%**	**$ 6,159.00**		**1%**			
Family Nurse Practitioner	$ 5,072.72	$ 5,013.04	$ 6,159.00		$ 663.10		$ 16,908.00	$ 1,099
Family Nurse Practitioner	$ 6,555.74	$ 6,478.62	$ 6,159.00		$ 856.96		$ 20,051.00	$ 1,303
Family Nurse Practitioner	$ 4,250.11	$ 4,200.11	$ 6,159.00		$ 555.57		$ 15,165.00	$ 986
Processing Assistant III	$ 1,532.30	$ 1,514.27	$ 6,159.00		$ 200.30		$ 9,405.00	$ 611
Processing Assistant III	$ 1,484.56	$ 1,467.09	$ 6,159.00		$ 194.06		$ 9,305.00	$ 605
Office Assistant IV	$ 2,055.86	$ 2,031.67	$ 6,159.00		$ 268.74		$ 10,516.00	$ 684
Interpreter	$ 1,821.92				$ 238.16		$ 2,060.00	$ 134
Interpreter	$ 1,821.92				$ 238.16		$ 2,060.00	$ 134
Interpreter	$ 1,847.40	$ 1,825.66	$ 6,159.00		$ 241.49		$ 10,073.00	$ 655
Registered Nurse	$ 3,040.80	$ 3,005.02	$ 6,159.00		$ 397.49		$ 12,602.00	$ 744
Registered Nurse	$ 3,184.01	$ 3,146.55	$ 6,159.00		$ 416.21		$ 12,906.00	$ 759
Registered Nurse	$ 3,503.85	$ 3,462.63	$ 6,159.00		$ 458.02		$ 13,584.00	$ 815
PHN Supervisor I	$ 3,822.09	$ 3,777.13	$ 6,159.00		$ 499.62		$ 14,258.00	$ 855
PHN Supervisor II	$ 3,675.67	$ 3,632.43	$ 6,159.00		$ 480.48		$ 13,947.00	$ 837
PHN Supervisor II	$ 3,896.83	$ 3,850.99	$ 6,159.00		$ 509.39		$ 14,416.00	$ 865
PHD Director I	$ 4,598.57	$ 4,544.47	$ 6,159.00		$ 601.12		$ 15,903.00	$ 954
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 12,040

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. Retirement is 7.56% of budgeted salary. Health/Medical is $6,159 annually. WC is 1% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151

Local Health Department Name: Transylvania County Department of Public Health

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 19,307.00	detail	Coomer, Helen, LPN – Assist clinicians in exam rooms. Makes sure rooms are stocked and ready for clinics. Manages 340B inventory. Checks meds in to electronic system. Counts inventory at Contract Pharmacy once a month. Nicholson, Cathy, RN, BSN – Family Planning Clinic Supervisor. Coordinates clinic coverage and overseas clinic and lab. Makes sure all staff are aware of any changes that may take place with policies or procedures. May interview clients or cover lab duties during clinics. Griffin, Sabrina, RN, BSN – Back up FP Clinic Supervisor. Performs clinic supervision duties if Clinic Supervisor is not available. Usually interviews family planning clients during clinics. Netherton, Velina, RN, BSN- Staffs clinics. Usually interviews clinic patients. Bradley, Heather, RN, BSN – Staffs Clinics – usually as a backup if the routine staff is out for vacation or sick. Lambert, Amanda, RN, BSN –Staffs Clinics as a backup if the routine staff is out for vacation or sick. Cameron, Sharon, RN, BSN – Director, Personal Health Services – Oversees all clinic activity. Work with the Clinic Supervisor to make sure that Policy and Procedures are followed.

Fringe Benefits	$ 7,654.00	detail	Retirement: NC Retirement which is calculated on a percentage of salary; plus 457 which is a flat $1,775 per employee. $1775 adjusted to adequately reflect budget amount needed. FICA - 7.65% of budgeted salary; HI - $10,500 annually.
Other			
Total Human Resources	$ 26,961.00		

Operational Expenses/Capital Outlays

Supplies and Materials

Furniture		
Other	$ 5,845.00	Use for purchase of LARCS, insertion and removal fees. 2 Mirena @ 247 = $494; (Price should remain the same); 9 Nexplanon @ $399 = $3,591; 11 insertion & removal @ $160 = $1,760.

Equipment

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising	$ 2,219.00	Facebook targeted appeals and advertising. Approximately $184.92 per month with approximate population reach of 8,000 per month. $184.92 per month x 12 months = $2,219.
Audiovisual Presentations.		

Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications	$ 816.00	Printed materials, media engagement, and participation in events targeted to college students to educate about their need for services, describe the services available, and encourage use of services by this currently underserved population. 5,000 flyers @ $0.0925 per flyer = $462.50, 5,000 business cards advertising service and contact info @ 0.0109 per card = $54.50; 5,000 rack cards @ 0.0438 per card = $219.00; plus $80.00 in shipping cost.
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses/Capital Outlays	$ 8,880.00		
Subcontracting and Grants		detail	
Total Budged Expenditures	$ 35,841.00		

Salary & Fringe Worksheet **Activity Number/Name:** 151

Health Department Name: Transylvania County

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula will calculate the amount to come from the contract)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Coomer, Helen		$ -	or	$ 35,937	12	10.00%		$ 3,594
Griffin, Sabrina		$ -	or	$ 48,160	12	9.0380%		$ 4,353
Bradley, Heather		$ -	or	$ 48,160	12	2.48%		$ 1,194
Netherton, Velina		$ -	or	$ 45,945	12	5.00%		$ 2,297
Nicholson, Cathey		$ -	or	$ 56,637	12	7.00%		$ 3,965
Cameron, Sharon		$ -	or	$ 73,174	12	5.00%		$ 3,659
Lambert, Amanda		$ -	or	$ 51,050	12	0.48%		$ 245
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 19,307

Narrative - enter in pink area brief description name and duties for each staff listed above.

Coomer, Helen, LPN – Assist clinicians in exam rooms. Makes sure rooms are stocked and ready for clinics. Manages 340B inventory. Checks meds in to electronic system. Counts inventory at Contract Pharmacy once a month.
Nicholson, Cathy, RN, BSN – Family Planning Clinic Supervisor. Coordinates clinic coverage and overseas clinic and lab. Makes sure all staff are aware of any changes that may take place with policies or procedures. May interview clients or cover lab duties during clinics.
Griffin, Sabrina, RN, BSN – Back up FP Clinic Supervisor. Performs clinic supervision duties if Clinic Supervisor is not available. Usually interviews family planning clients during clinics.
Netherton, Velina, RN, BSN- Staffs clinics. Usually interviews clinic patients.
Bradley, Heather, RN, BSN – Staffs Clinics – usually as a backup if the routine staff is out for vacation or sick.
Lambert, Amanda, RN, BSN –Staffs Clinics as a backup if the routine staff is out for vacation or sick.
Cameron, Sharon, RN, BSN – Director, Personal Health Services – Oversees all clinic activity. Work with the Clinic Supervisor to make sure that Policy and Procedures are followed.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total annual amounts for each person listed. The formula will calculate the amount to come from the contract)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $118,500) + 1.45% x salary (no limit)	**Varies**	**$10,500 Annually**					
Coomer, Helen	$ 2,749.18	$ 4,360.00	$ 10,500.00				$ 17,609.00	$ 1,761
Griffin, Sabrina	$ 3,684.24	$ 5,237.00	$ 10,500.00				$ 19,421.00	$ 1,755
Bradley, Heather	$ 3,684.24	$ 5,238.00	$ 10,500.00				$ 19,422.00	$ 482
Netherton, Velina	$ 3,514.79	$ 5,080.00	$ 10,500.00				$ 19,095.00	$ 955
Nicholson, Cathey	$ 4,332.73	$ 5,860.00	$ 10,500.00				$ 20,693.00	$ 1,449
Cameron, Sharon	$ 5,597.81	$ 7,050.00	$ 10,500.00				$ 23,148.00	$ 1,157
Lambert, Amanda	$ 3,905.33	$ 5,445.00	$ 10,500.00				$ 19,850.00	$ 95
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 7,654

Narrative - enter in pink area any narrative necessary for fringes.

Retirement: NC Retirement which is calculated on a percentage of salary; plus 457 which is a flat $1,775 per employee. $1775 adjusted to adequately reflect budget amount needed. FICA - 7.65% of budgeted salary; HI - $10,500 annually.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151 Family Planning

Local Health Department Name: Union County Consolidated Human Services Agency, Division of Public Health

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 18,001.00	detail	The PHN III (Horne) is the Lead Nurse in the Family Planning clinic. She obtains health history, performs physical exams, provides health teaching and counseling, initiates treatment under physician's orders, enters chart information and submits requests for all birth control and Family Planning clinical medical supplies.
	Fringe Benefits	$ 1,377.00	detail	FICA is 7.65% of gross salary for the PHN III position. We are not including other benefit amounts at this time.
	Other			
Total Human Resources		$ 19,378.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical	$ 66,798.00		76 Nexplanon IUDs @ $399 each = $30,324 Birth control: 150 packs/month x 12 months x $3.95 each = $7,110 Condoms: 100 boxes/month x 12 months x $3/box = $3,600 Medical supplies: (capes, drapes, needles, speculums, bandages, Lidocaine, exam room supplies, etc.) $500 x 12 mos = $6,000 IUDs (Nexplanon): 10 IUDs @ $307.20 each = $3,072 Depo Provera: 52/month x $26.75 each x 12 mos = $16,692
	Vehicles			
	Scientific			
	Other			
Travel				

Contractor Staff		
Board Members Expense		
Utilities		
Gas		
Electric		
Telephone		
Water		
Other		
Repair and Maintenance		
Staff Development		
Media/Communications		
Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		
Rent		
Office Space		
Equipment		
Furniture		
Vehicles		
Other		
Professional Services		
Legal		
IT		
Accounting		
Payroll		
Security		
Dues and Subscriptions		
Other		

Contractor Budget Worksheet (DPHrev121814)

Audit Services			
Service Payments			
Incentives and Participants			
Insurance and Bonding			
Other			
Total Operational Expenses/Capital Outlays	$ 66,798.00		
Subcontracting and Grants		detail	
Indirect Cost			
Contractor Match			
Total Budged Expenditures	$ 86,176.00		

OR The cost per service line item is seperate from total budgeted expeditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.

Total Cost Per Service		

Salary & Fringe Worksheet **Activity Number/Name:** **151 Family Planning**

Health Department Name: Union County Consolidated Human Services Agency, Division of Public Health

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
PHN III (Horne)		$ -	or	$ 69,235	12	26.00%		$ 18,001
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 18,001

Narrative - enter in pink area brief description name and duties for each staff listed above.

The PHN III (Horne) is the Lead Nurse in the Family Planning clinic. She obtains health history, performs physical exams, provides health teaching and counseling, initiates treatment under physician's orders, enters chart information and submits requests for all birth control and Family Planning clinical medical supplies.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
PHN III (Horne)	$ 5,296.48						$ 5,296.00	$ 1,377
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
0	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 1,377

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of gross salary for the PHN III position. We are not including other benefit amounts at this time.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Wake County Human Services

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 215,760.00	detail	Physician extenders screen, diagnose, and treat patients, working under a supervising physician. They gather background history from patient, WCHS medical records, and outside medical records. They examine patients and determine medical needs and treatment plans. They provide preventive care, education, family planning care, prenatal care, and illness management. They perform family planning and other procedures as indicated after appropriate training. Insert, remove, and monitor Long Acting Contraceptive Devices after appropriate training. Registered Nurse Interview and assess clients, and document visits in the Electronic Medical Record per protocol. Assess and administer immunizations as needed. Perform urine pregnancy testing, Assist health providers with examinations and procedures. Conduct medical interventions as ordered by physician. Provide educational materials and information pertinent to client visit. Make referrals to intradepartmental and community resources such as Prenatal Clinic, WIC, social worker, nutritionist, Domestic Violence services, Medicaid and Community providers. Certified Medical Assistant Assist with patient check-in. Assist with patient phone calls. Assist with processing patient accounts and claims. Assist with stocking rooms, ordering supplies, cleaning work areas as directed by OSHA regulations, other duties supporting clinic operation as assigned by the LHP. Assist with cleaning and packing instruments; running, cleaning and monitoring autoclave.
	Fringe Benefits	$ 16,507.00	detail	FICA is 7.65 % of budgeted salary.
	Other			
Total Human Resources		$ 232,267.00		

Operational Expenses

Contractor Budget Worksheet (DPHrev121814)

Supplies and Materials

Furniture			
Other	$	8,000.00	4 laptops X $2,000 each = $8,000. For usage by Family Planning staff within the Family Planning clinic.

Equipment

Communication			
Office	$	5,600.00	1 xerox copier - $5,600. For usage by Family Planning staff within the Family Planning clinic.
IT	$	10,713.00	3 EMR license fee x$3,571each = $10,713.
Assistive Technology			
Medical	$	15,262.00	3 Power exam tables X $4,200 each = $12,600, 10 Speculums X $25 = $250, 3 Exam stools X $225 each = $675, 3 Medical computer cart x $579 each = $1,737. For usage by Family Planning staff within the Family Planning clinic.
Vehicles	$	3,200.00	Mileage reimbursement for staff to travel to the 3 regional centers - 5,871.56 miles x $0.545 (IRS rate) = $3,200/12 months = approximately 266.67 miles per month.
Scientific			
Other			

Media/Communications

Advertising			
Audiovisual Presentations, Multimedia, TV, Radio Presentations			
Logos			
Promotional Items			
Publications			
PSAs and Ads			
Reprints			
Text translation			
Websites and Web Materials			

Total Operational Expenses $ 42,775.00

Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 275,042.00		

Salary & Fringe Worksheet

Local Health Department Wake County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Physician Extender	35.77	$ 74,402	or		12	100.00%		$ 74,402
Registered Nurse	30.32	$ 63,066	or		12	100.00%		$ 63,066
Certified Medical Assistant	18.82	$ 39,146	or		12	100.00%		$ 39,146
Certified Medical Assistant	18.82	$ 39,146	or		12	100.00%		$ 39,146
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 215,760

Narrative - enter in pink area brief description name and duties for each staff listed above.

Physician extenders screen, diagnose, and treat patients, working under a supervising physician. They gather background history from patient, WCHS medical records, and outside medical records. They examine patients and determine medical needs and treatment plans. They provide preventive care, education, family planning care, prenatal care, and illness management. They perform family planning and other procedures as indicated after appropriate training. Insert, remove, and monitor Long Acting Contraceptive Devices after appropriate training. Registered Nurse Interview and assess clients, and document visits in the Electronic Medical Record per protocol. Assess and administer immunizations as needed. Perform urine pregnancy testing, Assist health providers with examinations and procedures. Conduct medical interventions as ordered by physician. Provide educational materials and information pertinent to client visit. Make referrals to intradepartmental and community resources such as Prenatal Clinic, WIC, social worker, nutritionist, Domestic Violence services, Medicaid and Community providers. Certified Medical Assistant Assist with patient check-in. Assist with patient phone calls. Assist with processing patient accounts and claims. Assist with stocking rooms, ordering supplies, cleaning work areas as directed by OSHA regulations, other duties supporting clinic operation as assigned by the LHP. Assist with cleaning and packing instruments; running, cleaning and monitoring autoclave.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Physician Extender	$ 5,691.75						$ 5,692.00	$ 5,692
Registered Nurse	$ 4,824.55						$ 4,825.00	$ 4,825
Certified Medical Assistant	$ 2,994.67						$ 2,995.00	$ 2,995
Certified Medical Assistant	$ 2,994.67						$ 2,995.00	$ 2,995
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 16,507

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65 % of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: WARREN COUNTY HEALTH DEPARTMENT

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 31,769.00	detail	HEATHER ENDECOTT, RN, FAMILY PLANNING COORDINATOR, ASSISTS IN FP CLINIC, REVIEWS CHARTS, FOLLOWS UP WITH CLIENTS, MAINTAINS INVENTORY OF BIRTH CONTROL METHODS.
	Fringe Benefits	$ 2,430.00	detail	FICA IS 7.65% OF BUDGETED SALARY.
	Other	$ 1,879.00		A SMALL PORTION OF TITLE X FUNDS WILL BE USED FOR A CONTRACT WITH DUKE UNIVERISTY FOR STAFFING A FAMILY PLANNING PROVIDER IN FP CLINIC. $1,879/12 MONTHS = $156.58 PER MONTH.
Total Human Resources		$ 36,078.00		
Operational Expenses				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			
	Other			

Contractor Budget Worksheet (DPHrev121814)

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 36,078.00		

Salary & Fringe Worksheet

Local Health Department Warren County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
HEATHER ENDECOTT		$ -	or	$ 45,384	12	70.00%		$ 31,769
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 31,769

Narrative - enter in pink area brief description name and duties for each staff listed above.

HEATHER ENDECOTT, RN, FAMILY PLANNING COORDINATOR, ASSISTS IN FP CLINIC, REVIEWS CHARTS, FOLLOWS UP WITH CLIENTS, MAINTAINS INVENTORY OF BIRTH CONTROL METHODS.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
HEATHER ENDECOTT	$ 3,471.88						$ 3,472.00	$ 2,430
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 2,430

Narrative - enter in pink area any narrative necessary for fringes.

FICA IS 7.65% OF BUDGETED SALARY.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Wayne County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 66,869.00	detail	The following staff spend an estimated 20% of their time serving Title X clients in the Family Planning Program. The exceptions are the Public Health Nursing Supervisor and the Licensed Practical spend approximately 10% and 15%, respectively, of there time serving Title X clients in the Family Planning Program. F. Letchworth (Public Health Nurse II) Provides direct clinical Services and PAP follow-up nurse in the Family Planning Program. R. Wagner (Public Health Nurse Supv I) Program oversight, supervision of nursing staff assigned to the program, and provides Direct clinical services in the Family Planning Program. M. Bradshaw (Physician Extender II) Provides direct clinical services in the Family Planning Program. L. Johnson (Public Health Nurse I) Provides direct clinical services in the Family Planning Program. G. Whitehurst (Public Health nurse I) Provides direct clinical services in the Family Planning Program. M. Calloway (Processing Asst III) Client registration and eligibility M. Harper (Licensed Practical Nurse II) Provides direct clinical services in the Family Planning Program. Maintains clinic supplies.
	Fringe Benefits	$ 22,473.00	detail	FICA: 6.2% x salary (FICA) + 1.45% x salary (Medicare). Retirement/ 401K: Retirement - 7.83% of salary, 401K - 2% of salary. Health Insurance: $8,400/yr per Employee. Worker's Comp Insurance: $480/yr per Employee. Employee Assistance Program $15 per full time employee per yr.
	Other			
Total Human Resources		$ 89,342.00		
Operational Expenses				
Supplies and Materials				

Contractor Budget Worksheet (DPHrev121814)

Furniture		
Other		

Equipment

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -		
Subcontracting and Grants		detail	
Total Budgeted Expenditures	$ 89,342.00		

Salary & Fringe Worksheet

Local Health Department

Wayne County Health Department

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide he total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Frankie Letchworth, Public Health Nurse II		$ -	or	$ 47,456	12	20.00%		$ 9,491
Rose Wagner, Public Health Nurse Supv I		$ -	or	$ 65,440	12	10.00%		$ 6,544
Martha Bradshaw, Physician Extender II		$ -	or	$ 85,347	12	20.00%		$ 17,069
Lisa Johnson, Public Health Nurse I		$ -	or	$ 48,911	12	20.00%		$ 9,782
Teresa Clark, Processing Assistant III		$ -	or	$ 22,875	12	20.00%		$ 4,575
Gloria Whitehurst, Public Health Nurse I		$ -	or	$ 43,804	12	20.00%		$ 8,761
Enter title in this cell		$ -	or	$ -	0			$ -
Enter title in this cell		$ -	or	$ -	0			$ -
Monica Calloway, Processing Assistant III		$ -	or	$ 29,634	12	20.00%		$ 5,927
Enter title in this cell		$ -	or	$ -	0			$ -
Melanie Harper, Licensed Practical Nurse II		$ -	or	$ 31,468	12	15.00%		$ 4,720
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 66,869

Narrative - enter in pink area brief description name and duties for each staff listed above.

The following staff spend an estimated 20% of their time serving Title X clients in the Family Planning Program. The exceptions are the Public Health Nursing Supervisor and the Licensed Practical spend approximately 10% and 15%, respectively, of there time serving Title X clients in the Family Planning Program.

F. Letchworth (Public Health Nurse II) Provides direct clinical Services and PAP follow-up nurse in the Family Planning Program.

R. Wagner (Public Health Nurse Supv I) Program oversight, supervision of nursing staff assigned to the program, and provides Direct clinical services in the Family Planning Program.

M. Bradshaw (Physician Extender II) Provides direct clinical services in the Family Planning Program.

L. Johnson (Public Health Nurse I) Provides direct clinical services in the Family Planning Program.

G. Whitehurst (Public Health nurse I) Provides direct clinical services in the Family Planning Program.

M. Calloway (Processing Asst III) Client registration and eligibility

M. Harper (Licensed Practical Nurse II) Provides direct clinical services in the Family Planning Program. Maintains clinic supplies.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate he prorated amount attributed to the contract)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Employee Assistance Program $15 per full time**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	Retirement 7.83% 401K (if applicable) 1% or 2%	$8,400/yr per Employee		$480/yr per Employee	$15/yr per Employee		
Frankie Letchworth, Public Health Nurse II	$ 3,630.38	$ 4,664.92	$ 8,400.00		$ 480.00	$ 15.00	$ 17,190.00	$ 3,438
Rose Wagner, Public Health Nurse Supv I	$ 5,006.16	$ 6,432.75	$ 8,400.00		$ 480.00	$ 15.00	$ 20,334.00	$ 2,033
Martha Bradshaw, Physician Extender II	$ 6,529.05	$ 8,389.61	$ 8,400.00		$ 480.00	$ 15.00	$ 23,814.00	$ 4,763
Lisa Johnson, Public Health Nurse I	$ 3,741.69	$ 4,807.95	$ 8,400.00		$ 480.00	$ 15.00	$ 17,445.00	$ 3,489
Teresa Clark, Processing Assistant III	$ 1,749.94	$ 1,791.11	$ -		$ 480.00	$ 15.00	$ 4,036.00	$ 807
Gloria Whitehurst, Public Health Nurse I	$ 3,351.01	$ 3,429.85	$ 8,400.00		$ 480.00	$ 15.00	$ 15,676.00	$ 3,135
Enter title in this cell	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Enter title in this cell	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Monica Calloway, Processing Assistant III	$ 2,267.00	$ 2,320.34	$ 8,400.00		$ 480.00	$ 15.00	$ 13,482.00	$ 2,696
Enter title in this cell	$ -	$ -	$ 8,400.00		$ 480.00	$ 15.00	$ 8,895.00	$ -
Melanie Harper, Licensed Practical Nurse II	$ 2,407.30	$ 2,778.62	$ 8,400.00		$ 480.00	$ 15.00	$ 14,081.00	$ 2,112
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 22,473

Narrative - enter in pink area any narrative necessary for fringes.

FICA: 6.2% x salary (FICA) + 1.45% x salary (Medicare).
Retirement/ 401K: Retirement - 7.83% of salary, 401K - 2% of salary.
Health Insurance: $8,400/yr per Employee.
Worker's Comp Insurance: $480/yr per Employee.
Employee Assistance Program $15 per full time employee per yr.

Contractor Budget Worksheet (DPHrev121814)

Local Health Department: Wilkes County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are
be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item		Amount	Detail	Narrative
Human Resources					
	Salary/Wages	$	32,210.00	detail	The Family Nurse Practitioner provides the physical examinations, or tests, prescribes the appropriate birth control method for each individ patient, and documents in the EMR. The Registered Nurse complete signs, completes the initial intake with appropriate Family Planning q completes documentation in EMR, provides education, administers immunizations, and dispenses appropriate birth control method per p order. The Licensed Practical Nurse assists the provider with patien completes vital signs, administers immunizations, provides educatior completes documentation in the EMR, and assists the provider as ne exams and other tasks as needed. The Lab Technician completes th tests that are ordered by the provider either in-house or sends the sp the appropriate lab and ensures that the results are sent back to the appropriate provider.
	Fringe Benefits	$	4,765.00	detail	Fringe Benefits include: FICA - 7.65%, Retirement 7.57 % , Medicar and Medical Insurance $9,375 per employee.
	Other	$	10,253.00		Contract staff through the Public Health Alliance: Contract staff throu Public Health Alliance: Registration staff-34.85 hrs/month x 12 mont $12.46/hr = $5,210.77 ; Spanish Interpreter-32 hrs/month x 12 month $13.13/hr = $5,041.92. Total - $10,252.69 ~ $10,253.00.
Total Human Resources		$	47,228.00		
Operational Expenses					
Supplies and Materials					
	Furniture				
	Other				

Contractor Budget Worksheet (DPHrev121814)

Equipment

Communication		
Office		
IT		
Assistive Technology		
Medical		
Vehicles		
Scientific		
Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses	$ -
Total Budgeted Expenditures	$ 47,228.00

Salary & Fringe Worksheet

Local Health Department Wilkes County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Family Nurse Practitioner		$ -	or	$ 76,217	12	12.00%		$ 9,146
Registered Nurse		$ -	or	$ 41,472	12	35.00%		$ 14,515
Licensed Practical Nurse		$ -	or	$ 31,672	12	15.00%		$ 4,751
Lab Technician		$ -	or	$ 31,652	12	12.00%		$ 3,798
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 32,210

Narrative - enter in pink area brief description name and duties for each staff listed above.

The Family Nurse Practitioner provides the physical examinations, orders lab tests, prescribes the appropriate birth control method for each individual patient, and documents in the EMR. The Registered Nurse completes vital signs, completes the initial intake with appropriate Family Planning questions, completes documentation in EMR, provides education, administers immunizations, and dispenses appropriate birth control method per provider order. The Licensed Practical Nurse assists the provider with patient exams, completes vital signs, administers immunizations, provides education, completes documentation in the EMR, and assists the provider as needed with exams and other tasks as needed. The Lab Technician completes the lab tests that are ordered by the provider either in-house or sends the specimen to the appropriate lab and ensures that the results are sent back to the appropriate provider.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical (Medicare)**	**Unemployment Insurance**	**Worker's Comp Insurance**	**County Health Insurance**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)							
Family Nurse Practitioner	$ 5,830.60	$ 696.90	$ 133.49			$ 1,125.00	$ 7,786.00	$ 934
Registered Nurse	$ 3,172.61	$ 1,112.05	$ 213.01			$ 3,281.25	$ 7,779.00	$ 2,723
Licensed Practical Nurse	$ 2,422.91	$ 365.31	$ 69.97			$ 1,406.25	$ 4,264.00	$ 640
Lab Technician	$ 2,421.38	$ 297.52	$ 56.99			$ 1,125.00	$ 3,901.00	$ 468
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 4,765

Narrative - enter in pink area any narrative necessary for fringes.

Fringe Benefits include: FICA - 7.65%, Retirement 7.57 % , Medicare 1.45% and Medical Insurance $9,375 per employee.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151 Family Planning

Local Health Department Name: Wilson County Health Department

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 22,447.00	detail	Rebecca Walston is the a Public Health Nurse III and serves as the Family Planning Coordinator full time. Kelly Gates is an PHN III and works in Family Planning as scheduled by the Nursing Supervisor.
	Fringe Benefits	$ 7,873.00	detail	FICA is 7.65% of budgeted salary. 401K is 5% of budgeted salary. HI is $8,368 annually. Retirement is 7.8% of budgeted salary.
	Other			
Total Human Resources		$ 30,320.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other	$ 38,085.00		Depo 891 doses @ $30.23 = $26,935. LARC's - Paraguard $226*30=$6,780; Liletta $50*51=$2,550; Nexplanon $364*5=$1,820
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			
	Medical			
	Vehicles			
	Scientific			

Contractor Budget Worksheet (DPHrev121814)

Other		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Total Operational Expenses/Capital Outlays	$ 38,085.00		
Subcontracting and Grants		detail	
Total Budged Expenditures	$ 68,405.00		

Salary & Fringe Worksheet **Activity Number/Name:** **151 Family Planning**

Health Department Name: Wilson County Health Department

DPH updated 011018 for SSfax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in he last column will calculate the prorated amount attributed to the contract.)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Rebecca Walston		$ -	or	$ 51,801	12	24.803%		$ 12,848
Kelly Gates		$ -	or	$ 63,995	12	15.00%		$ 9,599
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 22,447

Narrative - enter in pink area brief description name and duties for each staff listed above.

Rebecca Walston is the a Public Health Nurse III and serves as the Family Planning Coordinator full time. Kelly Gates is an PHN III and works in Family Planning as scheduled by the Nursing Supervisor.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate the prorated amount attributed to the contract.)	**FICA**	**Retirement/ 401K, etc.**	**Health/ Medical**	**Unemployment Insurance**	**Worker's Comp Insurance**	**Other (give detail here)**	**Annual Total**	**Budgeted Amount (Prorated)**
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**401K 5%**	**$8,268 Annually**			**Retirement 7.8%**		
Rebecca Walston	$ 3,962.78	$ 2,591.00	$ 8,268.00			$ 4,041.00	$ 18,863.00	$ 4,679
Kelly Gates	$ 4,895.62	$ 3,140.00	$ 8,268.00			$ 4,992.00	$ 21,296.00	$ 3,194
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
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Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 7,873

Narrative - enter in pink area any narrative necessary for fringes.

FICA is 7.65% of budgeted salary. 401K is 5% of budgeted salary. HI is $8,368 annually. Retirement is 7.8% of budgeted salary.

Contractor Budget Worksheet (DPHrev121814)

Agreement Addenda Activity No./Name: 151 Family Planning

Local Health Department Name: Yadkin County Human Services

**Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter or delete anything in blue shaded cells. The aqua cells contain formulas that are NOT to be overridden. Be sure to complete the additional required worksheets by clicking on the word "detail".**

Category	Line Item	Amount	Detail	Narrative
Human Resources				
	Salary/Wages	$ 24,100.00	detail	Connie Caudle RN and Lorie Rose, LPN are nurses that work in the Family Planning clinic. There is currently a vacant PHNIII position that we are working to fill. The annual salary was entered as the minimum pay for the posting. Connie Caudle is the FP program coordinator. Marisol Rubio is the Spanish interpreter for the clinic. These percentages are based on the percentage of Family Planning clients seen at the Medical Clinic.
	Fringe Benefits	$ 7,792.00	detail	FICA was determined by the spreadsheet, based on the salary information above. The other items are information that is provided to us from the Manager's office when preparing the budget. FICA is 7.65% of total salary, retirement/401K is 8.17% of salary, HI is $8,200 per staff, and life insurance is $65 for each staff.
	Other			
Total Human Resources		$ 31,892.00		
Operational Expenses/Capital Outlays				
Supplies and Materials				
	Furniture			
	Other			
Equipment				
	Communication			
	Office			
	IT			
	Assistive Technology			

Medical		
Vehicles		
Scientific		
Other	$ 6,215.00	This includes $6,215 set aside to only be used for purchase LARCs. The LARC funds will be used to purchase 10 Paraguards at $250 each for a total of $2500; 7 Nexplanon at $359.29 each for a total of $2515; 4 Mirena at $300 each for a total of $1200, all totaling $6,215.

Travel

Contractor Staff		
Board Members Expense		

Utilities

Gas		
Electric		
Telephone		
Water		
Other		

Repair and Maintenance		
Staff Development		

Media/Communications

Advertising		
Audiovisual Presentations, Multimedia, TV, Radio Presentations		
Logos		
Promotional Items		
Publications		
PSAs and Ads		
Reprints		
Text translation		
Websites and Web Materials		

Contractor Budget Worksheet (DPHrev121814)

Rent			
Office Space			
Equipment			
Furniture			
Vehicles			
Other			
Professional Services			
Legal			
IT			
Accounting			
Payroll			
Security			
Dues and Subscriptions			
Other			
Audit Services			
Service Payments			
Incentives and Participants			
Insurance and Bonding			
Other			
Total Operational Expenses/Capital Outlays	$ 6,215.00		
Subcontracting and Grants		detail	
Indirect Cost			
Contractor Match			
Total Budged Expenditures	$ 38,107.00		

OR The cost per service line item is seperate from total budgeted expeditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.

Salary & Fringe Worksheet **Activity Number/Name:** **151 Family Planning**

Health Department Name: Yadkin County Human Services

DPH updated 011018 for SStax010118

Complete this form such that amounts for state funds are shown when entering line item detail. Add rows as needed.
Enter information in yellow shaded cells only. Do NOT enter anything in blue shaded cells. The blue cells contain formulas that are NOT to be overridden.

Use the Salary Section to fill out the Salary Detail Worksheet (located in the Contractor Budget in Open Window).

PERSONNEL - SALARY (Provide the total annual amounts for each person listed (all should be employees of organization). The formula in the last column will calculate the prorated amount attributed to the contract)	Hourly Rate (dollars per hour)	Annual Rate	OR	Annual Salary if using hourly rate, do NOT enter a salary	Months Worked on this Contract	Percent of Time Worked on this Contract %	Do not use this column	Budgeted Amount (Prorated)
Connie Caudle, RN		$ -	or	$ 53,385	12	16.50%		$ 8,809
Lorie Rose, LPN		$ -	or	$ 31,364	12	12.95%		$ 4,062
Vacant RN position		$ -	or	$ 47,846	12	16.50%		$ 7,895
Marisol Rubio, Interpreter		$ -	or	$ 31,230	12	10.676%		$ 3,334
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
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Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
Enter title in this cell		$ -	or					$ -
(For more staff, copy a row above, then insert the copied cell.)								
Salary Subtotal								$ 24,100

Narrative - enter in pink area brief description name and duties for each staff listed above.

Connie Caudle RN and Lorie Rose, LPN are nurses that work in the Family Planning clinic. There is currently a vacant PHNIII position that we are working to fill. The annual salary was entered as the minimum pay for the posting. Connie Caudle is the FP program coordinator. Marisol Rubio is the Spanish interpreter for the clinic. These percentages are based on the percentage of Family Planning clients seen at the Medical Clinic.

Use the Fringe Section to fill out the Contractor's Fringe Benefits (located under the Contractor - Manage Details Screen in Open Window).

PERSONNEL - FRINGE BENEFITS (Provide the total ANNUAL amounts for each person listed. The formula in the last column will calculate he prorated amount attributed to the contract.)	FICA	Retirement/ 401K, etc.	Health/ Medical	Unemployment Insurance	Worker's Comp Insurance	Other (Life)	Annual Total	Budgeted Amount (Prorated)
Enter the percent of salary, or method of calculating each fringe benefit in cells to the right.	6.2% x salary (up to $128,400) + 1.45% x salary (no limit)	**8.17% of budgeted salary**	**$8,200 annually**			**$65 annually**		
Connie Caudle, RN	$ 4,083.95	$ 3,612.00	$ 8,200.00			$ 65.00	$ 15,961.00	$ 2,634
Lorie Rose, LPN	$ 2,399.35	$ 2,849.00	$ 8,200.00			$ 65.00	$ 13,513.00	$ 1,750
Vacant RN position	$ 3,660.22		$ 8,200.00			$ 65.00	$ 11,925.00	$ 1,968
Marisol Rubio, Interpreter	$ 2,389.10	$ 2,836.00	$ 8,200.00			$ 65.00	$ 13,490.00	$ 1,440
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
Enter title in this cell	$ -						$ -	$ -
(For more staff, copy a row above, then insert the copied cell.)								
Fringe Subtotal								$ 7,792

Narrative - enter in pink area any narrative necessary for fringes.

FICA was determined by the spreadsheet, based on the salary information above. The other items are information that is provided to us from the Manager's office when preparing the budget. FICA is 7.65% of total salary, retirement/401K is 8.17% of salary, HI is $8,200 per staff, and life insurance is $65 for each staff.

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	Final NC DHHS appendices.pdf	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2		Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3		Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4		Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5		Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6		Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7		Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8		Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9		Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10		Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11		Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12		Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13		Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14		Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Delete Attachment	View Attachment

NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary

January 14, 2019

Ms. Alice Bettencourt
Grants Management Officer
Office of Population Affairs
1101 Wootton Parkway
Bethesda, MD 20852
alice.bettencourt@hhs.gov

Dear Ms. Bettencourt:

Enclosed is North Carolina's application for Title X Family Planning. This grant will help to provide family planning services to low income women and men in our state.

Your consideration of our request is greatly appreciated. Should you have questions about the information contained in this application, please contact Ms. Kristen Carroll at kristen.carroll@dhhs.nc.gov or 919-707-5685.

Sincerely,

for Mandy K. Cohen, MD, MPH

Secretary

Enclosure(s): *North Carolina Title X Competitive Grant Application*

cc: Beth Lovette, NC Division of Public Health, Acting Director

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES •

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NC Family Planning Program Work Plan

April 1, 2019 – March 31, 2022

Goal 1: Provide innovative, high-quality, voluntary, comprehensive care to women and men seeking family planning and related services across North Carolina from April 1, 2019 – March 31, 2022 to prioritize optimal health and life outcomes of individuals, couples and families, with priority for services to those of low-income families.

Objectives	Major Tasks	Timeline	Outcome	Measure	Lead Person
Objective 1: 100% of subrecipients will offer comprehensive clinical care annually. This care includes offering a broad range of family planning and related health services. **Key Issue #1:** Assuring innovative quality family planning and related preventive health services that lead to improved reproductive health outcomes and overall optimal health.	#1: Subrecipients offer a broad range of family planning methods onsite or by referral, including natural family planning.	Annually	90% of users receive a family planning method	Family Planning Annual Report (FPAR)	Subrecipients; Data Manager
	#2: Subrecipients offer related health services onsite or by referral, including: adolescent services; basic infertility services; breast and cervical cancer screening; HIV/STD prevention education, counseling, testing and referrals.	Annually	100% of subrecipients provide related health services or referrals	*Monitoring reports from Grantee Regional Nurses show 90% subrecipient compliance. The reports include chart & policy review & clinic walk through/observation	Subrecipients; Monitoring by Regional Nurses
Objective 2: 100% of subrecipients will offer primary care either onsite or via formal agreements (Memorandum of Understanding) with nearby referral providers annually. **Key Issue #3:** Emphasizing primary care	#1: Subrecipients encourage all clients to begin/continue regular primary care services	Annually	100% of subrecipients encourage primary care services	*Monitoring reports	Subrecipients; Monitoring by Regional Nurses
	#2. Subrecipients without primary care onsite show evidence of a Memoranda of Understanding (MOU) with a nearby primary care provider.	Annually	100% of subrecipients have MOU on-file for primary care provided off-site.	Memoranda of Understanding submitted to grantee office by subrecipients	Family Planning Nurse Consultant

*For details on Monitoring visits and process; please see the narrative

Objectives	Major Tasks	Timeline	Outcome	Measure	Lead Person
Objective 3: 100% of subrecipients will assess clients for opioid/substance use and will refer to nearby opioid/substance use treatment agencies as indicated. **Key Issue #2:** Providing tools for the inclusion of substance abuse disorder screening into family planning services.	#1: Subrecipients screen all clients for opioid/substance use at Family Planning appointments.	Annually	100% of subrecipients screen for substance use	*Monitoring reports	Subrecipients; Monitoring by Regional Nurses
	#2.**:** Clients who screen positive for opioid/substance use are referred for services.	Annually	100% of subrecipients refer Individuals who want treatment to a facility	*Monitoring reports	Subrecipients; Monitoring by Regional Nurses
Objective 4: The NC Division of Public Health and the NC Division of Mental Health, Development Disabilities and Substance Abuse Services collaborate to increase education and referrals for substance users around family planning services and for Title X clinics to understand substance use with 100% of participating clinics providing referrals.	#1: Plan and implement at least two evidence-based/ informed trainings for staff at 24 state-supported substance use clinics and for subrecipient staff serving those clinic areas.	Spring 2019	At least 2 trainings occur training at least 50 health professionals	Training sign-in sheets	Family Planning Program Consultant
	#2: Substance use clinics will utilize training to provide family planning information to clients and refer clients who are wanting services to their local Title X clinic (subrecipients)	Annually	100% of participating substance use clinics will provide referrals to Title X clinics	Substance use clinics will document and report referral numbers to grantee quarterly	Data Manager

*For details on Monitoring visits and process; please see the narrative

Key Issue #2 & #7: Providing tools for the inclusion of substance abuse disorder screening into family planning services. Fostering interaction with community and faith-based organizations to develop a network for referrals when needs outside the scope of family planning are identified.	#3: Representatives from trained clinics, subrecipients, and grantee staff will meet twice a year to discuss outcomes, needs and plans.	Annually in year 2-3	At least two meetings will occur each year	Sign in sheets and minutes from meetings	Family Planning Program Consultant
	#4: Based on success in year 1, training for clinics and subrecipients will extend to private opioid clinics throughout the state (at least 20)	Year 2	At least one training will occur for health professionals	Training sign-in sheets	Family Planning Program Consultant
	#5: Private opioid clinics will provide family planning information to clients and refer clients who are wanting services to their local Title X clinic (subrecipients)	Annually in year 2-3	100% of participating private clinics will provide referrals to Title X clinics	Private opioid clinics will document and report referral numbers to grantee quarterly	Data Manager
Objective 5: 100% of subrecipients will submit monthly data about services into their Electronic Health Records for grantee to evaluate program. **Key issue #8**: Data collection for monitoring and improving family planning services.	#1: Data Manager will analyze the data submitted from subrecipients for trends and consult with regional nurses and local subrecipients.	Monthly years 1-3	100% of agencies will increase their efficiency of submitting data	Data reports pulled from state system	Data Manager
	#2: Submit annual FPAR report	Annually	One completed report annually	Submitted report	Data Manager

*For details on Monitoring visits and process; please see the narrative

Objectives	Major Tasks	Timeline	Outcome	Measure Accomplishment	Lead Person Responsible
Objective 6: Identify at least 1 high-quality Title X service site in each NC county every 3 years. **Key Issue #1:** Assuring innovative quality family planning and related preventive health services that lead to improved reproductive health outcomes and overall optimal health.	#1: Conduct a competitive Request for Applications (RFA) Process to fund local Title X subrecipients every three years.	Summer 2019	RFA conducted every 3 years with at least one subrecipient funded in every county in the State	RFA document and subrecipient award letters	Project Director
Objective 7: Provide collaboration and insight to the Statewide Family Planning Program through diverse participation to meet the needs of North Carolinians annually. **Key Issue #7**: Fostering interaction with community and faith-based organizations to develop a network for referrals when needs outside the scope of family planning are identified.	#1: Hold meetings with the Statewide Reproductive Life Planning Stakeholders Workgroup.	Annually (3 times per year)	Meetings held annually to provide comprehensive, statewide guidance around Reproductive Life Planning for all North Carolinians.	Meeting minutes	Project Director

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Objectives	Major Tasks	Timeline	Outcome	Measure Accomplishment	Lead Person Responsible
Objective 8: Increase attention to STD screenings that have potential impact on fertility and pregnancy. **Key Issue #10 & #7**: Increasing attention to STD screening and fostering interaction with community organizations.	#1: Work with the NC STD Branch to distribute a social media campaign throughout North Carolina.	Year 1-2	Number of patients screened will increase by 2%	Examples available of media/review of FPAR data	Training Coordinator/ Data Manager
	#2: Provide STD prevention and importance of screening trainings to 15 North Carolina Preconception Peer Educator (PPE) programs on college campuses for them to share information and resources on and off campus in the surrounding communities.	Annually	Complete three (two day) trainings per year; training a total of150 PPEs	Sign-in sheets available	Training Coordinator

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Goal 2: Provide essential comprehensive education and family planning services to adolescents in order to prevent pregnancy, delay sexual initiation, decrease sexually transmitted infections and increase parent/adolescent communication from April 2019 – March 2022.					
Objectives	**Major Tasks**	**Timeline**	**Outcome**	**Measure**	**Lead Person**
Objective 1: Provide technical assistance, training and support to 100% of agencies implementing teen pregnancy prevention programs aimed at the benefits of avoiding sexual risk, delaying sexual activity and increasing parent/child communication through the NC Division of Public Health annually. **Key Issue #4 & #5**: Providing resources that prioritize optimal health outcomes for individuals and couples with goal of healthy relationships; Providing counseling for adolescents that encourages delaying the onset of sexual activity	#1: Collect pre and post survey data from all program participants to evaluate the knowledge, attitudes and behaviors of youth involved in local programs	Annually	At least 50% of students enrolled in a teen pregnancy prevention program will show an increase in knowledge that supports the prevention of pregnancy and/or STIs (sexually transmitted infections), including HIV/AIDS. At least 35% of students enrolled in a teen pregnancy prevention program will show an increase in attitudes and beliefs that support the delay of sexual activity for the prevention of pregnancy and/or STIs, including HIV/AIDS At least 55% of students enrolled in a teen pregnancy prevention program will show an increase in attitudes and beliefs that support the use of condoms for the prevention of pregnancy and/or STIs, including HIV/AIDS.	Local Agency evaluation reports	Teen Pregnancy Prevention Initiatives (TPPI) Evaluator

*For details on Monitoring visits and process; please see the narrative

Objectives	Major Tasks	Timeline	Outcome	Measure	Lead Person
Objective 2: Provide technical assistance, training and support to 100% of agencies implementing adolescent parenting programs aimed at the benefits of positive parenting, benefits of avoiding sexual risk and delaying sexual activity through the NC Division of Public Health annually. **Key Issue #4 & #5**: Providing resources that prioritize optimal health outcomes for individuals and couples with goal of healthy relationships; Providing counseling for adolescents that encourages delaying the onset of sexual activity	#1: Conduct a competitive Request for Applications (RFA) Process to fund local programs to implement parenting programs	Fall 2019	RFA conducted every 4 years and at least 20 agencies receive funding.	RFA funding announcement and award letters	TPPI Team Lead
	#2: Collection of outcome data regarding parenting participants and their children such as repeat pregnancies, continuation in school, involvement with child welfare and medical homes for the children	Annually	No more than 3% of participants in the Adolescent Parenting Program will experience a repeat pregnancy while enrolled in the program, No more than 5% of Adolescent Parenting Program participants will drop out of school or the educational program in which they are enrolled No more than 3% of Adolescent Parenting Program participants' children will be the subjects of child maltreatment	Local Agency evaluation reports	TPPI Evaluator

*For details on Monitoring visits and process; please see the narrative

Objectives	Major Tasks	Timeline	Outcome	Measure	Lead Person
Objective 3: 100% of subrecipients offer family planning health services onsite or by referral, to adolescents, including HIV/STD prevention education, counseling, testing and referrals annually. **Key Issue #4 & #5**: Providing resources that prioritize optimal health outcomes for individuals and couples with goal of healthy relationships; Providing counseling for adolescents that encourages delaying the onset of sexual activity	#1. Subrecipients will complete the "Encouraging Family Participation in Adolescent Decision-Making Training Guide" and the "Counseling Adolescents About Sexual Coercion and Abuse eLearning" by the Family Planning National Training Center.	Annually	100% of subrecipients will complete annual training.	*Certificates available during monitoring process.	Training Coordinator/ Monitoring by Regional Nurses
	#2: Provide counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities and the benefits of avoiding sexual risk or delaying sexual activity and encourage participation of families, parents and/or legal guardians in the decision of minors to seek family planning services.	Ongoing	100% of subrecipients will meet this requirement	*Monitoring reports	Monitoring by Regional Nurses
Objective #4: Increase the number of adolescents seeking services at subrecipient services by 2% annually. **Key Issue #7**: Fostering interaction with community and faith-based organizations to develop a network for referrals when needs outside the scope of family planning are identified	#1. Educate school nurses and other adolescent health professionals by attending Statewide Conferences to exhibit	Annually	Attend at least 2 statewide conferences	Log of conference events completed	Family Planning Program Consultant
	#2. Provide an outreach training for a diverse group (health educators, peer educators, DSS, faith-based agencies, etc) on connecting with the community about family planning services and how to access them.	Year 1	Train 60 people around outreach to increase number of people seeking services from family planning clinics	Sign-in sheet from training/Evaluation forms	Family Planning Program Consultant

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Goal 3: Provide quality training to ensure that all Grantee staff and subrecipients have the knowledge, skills and attitudes necessary to provide effective, quality family planning and related health services consistent with national standards from April 2019 - March 2022.					
Objectives	**Major Tasks**	**Timeline**	**Outcome**	**Measure**	**Lead Person**
Objective 1: 100% of subrecipients will assure compliance with state laws requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, and human trafficking annually. **Key Issue #1:** Assuring innovative quality family planning services.	#1. All grantee and subrecipient Title X staff will complete a Mandatory Reporting of Child Abuse and Neglect webinar led by North Carolina lawyer/expert in the field.	Annually	100% of grantee and subrecipient staff will complete webinar.	Family Planning Staff Title X Orientation and Annual Trainings Checklist (FPOATC) completed and submitted to Grantee Training Coordinator	Training Coordinator
	#2: All grantee and subrecipient Title X staff will complete at least two Human Trafficking trainings; one of them must be "Human Trafficking in the Family Planning Setting" by the Family Planning National Training Center. The other training is of their choice (suggestions provided)	Annually in the Spring	100% of grantee and subrecipient staff will complete webinar.	FPOATC completed and submitted to Grantee Training Coordinator	Training Coordinator
Objective 2: 100% of subrecipients will increase their knowledge and skills to assure innovative high-quality family planning and related health services annually. **Key Issue #1:** Assuring innovative quality family planning services.	#1. All new grantee and subrecipient Title X staff will complete the Title X Orientation by the Family Planning National Training Center.	Completed upon hire within 30 days	100% of new grantee and subrecipient staff will complete webinar	FPOATC completed and *monitored during Regional Nurse consultant reviews	Training Coordinator/ Regional Nurses
	#2: All grantee and subrecipient Title X staff will complete one health equity/social determinants of health training every year (suggestions provided).	Annually	100% of grantee and subrecipient staff will complete.	FPOATC completed and *monitored during Regional Nurse consultant reviews	Regional Nurses
	#3. All subrecipients will be given an opportunity to complete a bi-annual training needs assessment electronically.	Bi-annually	100% of subrecipients will have opportunity to identify training needs	Survey created online. Summary of results available.	Training Coordinator

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Objectives	Major Tasks	Timeline	Outcome	Measure	Lead Person
	#4: Subrecipients are offered Regional face-to-face training opportunities around topics identified through bi-annual needs assessment.	Fall 2020	90% of subrecipients receive current, detailed training on Title X related-topics	Attendance sheets from trainings	Family Planning Nurse Consultant/ Training Coordinator
Objective 3: 100% of subrecipients will be certified in at least two different Fertility Awareness-Based Methods (FABM). **Key Issue #6:** Communicating information of fertility awareness-based methods.	#1: Based on a survey completed by subrecipients in 2018; trainings will be offered to subrecipients on top chosen FABM methods	Year 1& 2	100% of subrecipient staff will receive training on FABM	Training agenda/email about opportunity/logged on staff training log that is reviewed during *monitoring	Training Coordinator/ Regional Nurses
Objective 4: 100% of subrecipients' new staff will be offered orientation training, including all forms/documents. **Key Issue #9**: Promoting the use of a standardized instrument to perform quality assurance and quality improvement activities with clear accountability.	#1: Organize orientation trainings with subrecipients' new key clinical staff utilizing the following documents: • Orientation Guide for Women's Health Nurses in Family Planning • Title X Program Requirements • Current Agreement Addenda (see appendices) • Family Planning Manual • Review of Monitoring Tools (based off the OPA Program Review Tool- see appendices) • Quality Family Planning Guidelines	Annually, as needed	100% of new key clinical subrecipient staff will be offered orientation to Family Planning program, including the monitoring forms	Log of activities from Regional Nurses and evaluation forms completed by subrecipient staff from orientation trainings	Regional Nurses

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Objectives	Major Tasks	Timeline	Outcome	Measure	Lead Person
Objective 5: 100% of subrecipients will increase understanding and importance of STD screening **Key issue #10**: Increasing attention to STD screening	#1: NC Statewide Family Planning program will work with the NC STD Branch to provide a training to all subrecipients working in Family Planning and STD clinics around understanding and importance of STD screening.	Year 2	100% subrecipient staff will complete training.	Attendance logs	Training Coordinator

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FAMILY PLANNING PROGRAM SERVICE SITE INFORMATION

SUB-RECIPENT AGENCY and SERVICE SITE(S)		FP CLINIC HOURS	Total Users Projected in 2019 FPAR		Non-Contraceptive Services (#1-18)	Contraceptive Services Not Provided (#19-35)	Estimated amount of Title X funds for year 1
			Users	Low-income Users			
Alamance Co. Health Dept.	1	Monday - Friday 8:00 am – 5:00 pm	2335	969	All Services Provided	20,21,29,33	$107,487
Albemarle Regional Health Services							$247,320
• Bertie Co. Health Dept.	2	First, third and fourth Monday 8:00 am - 12:00 pm Second Monday 8:00 am - 7:00 pm	200	105	All Services Provided	28, 30, 29	
• Camden Co. Health Dept.	3	Monday - Friday 8:00 am – 5:00 pm Second and fourth Thursday 8:00 am – 12:00 pm	83	23	All Services Provided	28, 29	
• Chowan Co. Health Dept.	4	Tuesday 8:00 am – 12:00 pm Thursday 8:00 am – 7:00 pm	259	127	All Services Provided	28, 29, 30	
• Currituck Co. Health Dept.	5	Monday 8:00 am – 12:00 pm	228	63	All Services Provided	28, 29, 30	
• Gates Co. Health Dept.	6	Tuesday 8:00 am – 2:00 pm	194	65	All Services Provided	28, 29, 30	
• Hertford Co. Public Health Authority	7	Monday - Friday 8:00 am - 4:30 pm	117	57	All Services Provided	20-23, 26-29	
• Pasquotank Co. Health Dept.	8	Wednesday 8:00 am – 5 pm	1012	403	All Services Provided	28, 29, 30	
• Perquimans Co. Health Dept.	9	Thursday 8:00 am – 12:00 pm	218	90	All Services Provided	26, 28, 29, 30	
Alexander Co. Health Dept.	10	Monday - Thursday 8:00 am – 11:00 and 1:00 pm – 4:00 pm	351	149	All Services Provided	20, 21, 28, 29, 30	$41,274

Anson Co. Health Dept.	11	Monday - Thursday 8:30 am - 5:00 pm	689	360	All Services Provided	20, 21, 28, 29, 30, 31	$40,688
Appalachian District • Alleghany Co. Health Dept. • Ashe Co. Health Dept. • Watauga Co. Health Dept.	 13 13 14	 Monday – Friday8:00 am - 4:45 pm Monday - Friday 8:00 am - 4:45 pm Monday - Friday 8:00 am - 4:45 pm	 180 220 521	 86 91 249	 All Services Provided All Services Provided All Services Provided	 20, 21, 28, 29, 30, 31, 33 20, 21, 28-31, 33 20, 21, 26, 28-31	$130,359
Beaufort Co. Health Dept.	15	Monday - Friday 8:00 am – 5:00 pm	1164	494	All Services Provided	28, 31, 21	$47,095
Bladen Co. Health Dept.	16	Monday - Friday 8:00 am – 5:00 pm	626	335	All Services Provided	20, 21, 23, 27, 28, 29, 30	$43,474
Brunswick Co. Health Dept.	17	Monday - Friday 8:30 am – 5:00 pm	1212	425	All Services Provided	20, 21, 28, 29, 30, 31,	$60,986
Buncombe Co. Health Dept.	18	Monday - Friday 8:00 am – 5:00 pm	2473	900	All Services Provided	28, 29	$80,232
Burke Co. Health Dept.	19	Monday - Thursday 8:00 am - 5:00 pm	697	302	All Services Provided	29, 33	$60,693
Cabarrus Health Alliance	20	Monday - Friday 8:00 am – 5:00 pm	1135	334	All Services Provided	28, 29, 30, 31	$87,060
Caldwell Co. Health Dept.	21	Monday - Friday 8:00 am – 5:00 pm	1210	515	All Services Provided	20, 21, 26, 27, 28, 29, 31	$63,050
Carteret Co. Health Dept.	22	Monday - Friday 8:00 am – 5:00 pm	644	201	All Services Provided	20, 26, 28, 29, 30, 31	$147,202
Caswell Co. Health Dept.	23	Monday - Friday 8:00 am - 5:00 pm	467	203	All Services Provided	20, 21, 27, 29, 30, 31	$36,098
Catawba Co. Public Health	24	Tuesday – Friday 8:00 am - 5:00 pm	1208	458	All Services Provided	26, 29, 30	$89,894
Chatham Co. Health Dept. Siler City Clinic	25	Monday - Friday 8:00 am - 5:00 pm	630	196	All Services Provided	26, 27, 29	$48,733
Cherokee Co. Health Dept.	26	Monday - Friday 8:00 am - 5:00 pm	604	271	All Services Provided	20, 21, 26	$35,036

Clay Co. Health Dept.	27	Monday - Friday 8:00 am – 12:00 pm and 1:00 – 5:00 pm	220	97	All Services Provided	20, 21, 26, 28, 29, 30, 31, 33	$29,080
Cleveland Co. Health Dept.	28	Monday - Friday 8:00 am - 5:00pm	2275	1037	All Services Provided	20, 21, 26, 27, 28, 29, 30	$78,327
Columbus Co. Health Dept.	29	Monday - Friday 8:00 am – 5:00 pm	658	308	All Services Provided	20, 21, 26, 27, 28, 29, 30	$49,194
Craven Co. Health Dept.	30	Monday - Friday 8:00 am – 5:00 pm	2077	745	All Services Provided	20, 21, 28-31, 33	$86,462
Cumberland Co. Dept. of Public Health	31	Monday - Thursday 8:00 am – 5:00 pm	3074	1268	All Services Provided	20, 21, 26, 29, 31	$185,045
Dare Co. Dept. of Public Health • Manteo Site • Frisco Site	32 33	Monday – Friday 8:30 am 5:00 pm Monday – Friday 8:30 am 11:45 am and 1:00 pm- 5:00 pm	915	285	All Services Provided	20, 21, 26, 28, 29, 30, 31 20, 21, 26, 28-31	$36,154
Davidson Co. Health Dept.	34	Monday - Friday 8:00 am – 5:00 pm	1624	636	All Services Provided	20, 21, 23, 26, 28-30, 33	$79,098
Davie Co. Health Dept.	35	Monday, Tuesday, Thursday, Friday 8:30 am – 5:00 pm and Wednesday 1:00 pm – 5:00 pm	394	120	All Services Provided	20, 21, 22, 23, 28-31, 33	$39,077
Duplin Co. Health Dept.	36	Monday – Friday 8:00 am - 5:00 pm	895	494	All Services Provided	20, 21, 23, 28-29	$60,242
Durham Co. Health Dept.	37	Monday, Wednesday, Thursday 8:30 am - 5:15 pm Tuesday 8:00 am - 7:00 pm Friday 8:00 am - 12:00 pm	4534	1570	All Services Provided	20, 21, 26, 28-31, 33	$97,733
Edgecombe Co. Health Dept. • Tarboro Site • Rocky Mount Site	38 39	Monday - Friday 8:00 am – 5:00 pm	697	377	All Services Provided	20, 21, 28-29, 31 20- 23, 28, 29, 31	$60,454
Forsyth Co. Dept. of Public Health	40	Monday, Tuesday, Wednesday 8:00 am – 5:00 pm Thursday: 9:30 am – 8: pm Friday 8:00 am – 1:00 pm	3117	1236	All Services Provided	20, 29	$97,249

Franklin Co. Health Dept.	41	Monday – Friday 8:00 am – 5:00 pm	856	355	All Services Provided	20, 21, 22, 26-31, 33	$49,366
Gaston Co. Health Dept. • Gastonia Site • Highland Health Center	42 43	Monday, Thursday 8:00 am – 6:00 pm Tuesday, Wednesday, Friday 8:00 am – 5:00 pm Monday – Friday 8:00 am – 5:00 pm	4159	1701	All Services Provided	20, 21, 26, 28, 29, 33 20, 21, 26, 28, 29, 33	$138,010
Graham Co. Dept. of Public Health	44	Monday – Friday 8:00 am – 5:00 pm	135	65	All Services Provided	20-23, 28-31, 33	$29,131
Granville-Vance Health District • Granville Co. Health Dept. • Vance Co. Health Dept.	45 46	Monday – Friday 8:30 am – 5:00 pm Monday – Friday 8:30 am – 5:00 pm	681 483	258 254	All Services Provided All Services Provided	21, 26-31 21, 26-31	$90,976
Greene Co. Health Dept.	47	Monday – Friday 8:00 am – 3:00 pm	511	424	All Services Provided	20, 21, 26-30	$37,624
Guilford Co. Dept. of Public Health • Greensboro Site • High Point Site	48 49	Monday – Friday 8:00 am – 5:00 pm Monday - Friday 8:00 am - 5:00 pm Second Tuesday 8:00 am – 5:30 pm	7318	2842	All Services Provided	N/A 28, 29, 31	$178,166
Halifax Co. Health Dept.	50	Monday - Friday 8:30 am - 5:00 pm	850	430	All Services Provided	20, 21, 26-30	$62,790
Harnett Co. Health Dept.	51	Monday – Thursday 8:00 am - 5:00 pm Friday 8:00 am - 12:00 pm	1188	487	All Services Provided	20, 21, 22, 26, 29, 30	$71,101
Haywood Co. Health Dept.	52	Monday - Friday 8:00 am – 5:00 pm	901	328	All Services Provided	28, 29, 30, 31	$50,331
Henderson Co. Dept. of Public Health	53	Monday - Friday 8:00 am - 4:30 pm	1046	365	All Services Provided	20, 21, 26-31, 33	$59,277

Hoke Co. Health Dept.	54	Monday - Friday 8:00 am - 10:30 am and 1:00 pm - 3:30 pm	727	338	All Services Provided	26-30	$49,706
Hyde Co. Health Dept.	55	Monday – Friday 8:00 am – 5:00 pm	131	59	All Services Provided	20, 21, 28-31	$28,540
Iredell Co. Health Dept.	56	Monday – Friday 8:00 am – 5:00 pm	628	203	All Services Provided	20-23, 28-30, 33	$78,213
Jackson Co. Health Dept.	57	Monday – Friday 8:00 am - 5:00 pm	576	249	All Services Provided	29, 30	$50,389
Johnston Co. Health Dept.	58	Monday – Friday 8:00 am - 5:00 pm	1784	630	All Services Provided	28-30	$83,139
Jones Co. Health Dept.	59	Monday – Friday 8:00 am - 5:00 pm	67	33	All Services Provided	20, 21, 26-31, 33	$29,644
Lee Co. Health Dept.	60	Monday – Wednesday 8:00 am - 5:00 pm Thursday - Friday 8:00 - 11:00 am	533	209	All Services Provided	20, 21, 23, 26-31	$47,228
Lenoir Co. Health Dept.	61	Monday - Friday 7:45 am – 3:30 pm	663	321	All Services Provided	20, 21, 26-30	$54,248
Lincoln Co. Health Dept.	62	Monday – Friday 8:00 am - 5:00 pm	547	195	All Services Provided	19-21, 28-31, 33	$48,797
Macon Co. Public Health • Franklin Site • Highlands Site	 63 64	 Monday – Friday 8:00 am – 3:30 pm As needed	519	212	All Services Provided	 20-21, 28-29, 31 20-21, 28-29, 31	$36,674
Madison Co. Health Dept.	65	Monday - Friday 8:00 am - 5:00 pm	285	115	All Services Provided	20, 21, 26, 28-30	$34,850
Martin-Tyrrell-Washington Health District • Martin Co. Health Dept. • Tyrrell Co. Health Dept. • Washington Co. Health Dept.	 66 67 68	 Monday, Wednesday, Thursday and Friday 8:00 am – 4:15 pm Tuesday 12:00 pm – 4:15 pm Monday – Friday 8:00 am – 4:00 pm Monday – Friday 8:00 am – 4:00 pm	 509 180 376	 228 104 199	 All Services Provided All Services Provided All Services Provided	 20, 21, 28-31 20, 21, 28-31 20, 21, 28-31	$105,397

Mecklenburg Co. Health Dept. • Northwest Campus • Southeast Campus	69 70	Monday, Tuesday, Thursday, Friday 8:00 am – 5:00 pm Wednesday 10:00 am - 7:00 pm (hours are the same for both locations)	5739	1846	All Services Provided	21, 26, 29, 30, 31 21, 26, 29, 30, 31	$359,489
Montgomery Co. Health Dept.	71	Monday – Friday 8:00 – 5:00	558	271	All Services Provided	28, 29, 31	$38,329
Moore Co. Health Dept.	72	Monday – Friday 8:00 – 5:00	727	242	All Services Provided	29	$56,080
Nash Co. Health Dept. • Nashville Site • Rocky Mount Site	73 74	Monday – Friday 8:00 am - 5:00 pm Monday – Friday 8:00 am - 5:00 pm	2472	1019	All Services Provided	23, 28, 29, 33 23, 28, 29, 33	$74,934
New Hanover Co. Health Dept.	75	Monday, Wednesday – Friday 8:00 am – 5:00 pm Tuesday 8:00 am – 7:00 pm	1650	581	All Services Provided	20, 21, 23, 26, 28, 29, 31	$71,496
Northampton Co. Health Dept.	76	Wednesday 8:30 am – 3:00 pm	139	74	All Services Provided	20, 21, 22, 23, 26, 27, 29, 30	$37,035
Onslow Co. Health Dept.	77	Monday, Tuesday, Wednesday, Friday 8:00 am – 5:00 pm Thursday 8:00 am – 8:00 pm	1359	548	All Services Provided	21, 25, 26, 28, 29, 31, 33	$117,861
Orange Co. Health Dept. • Hillsborough Site • Chapel Hill Site	78 79	Monday, Thursday 8:00 am – 5:00 pm Tuesday 9:30 am - 6:30 pm Wednesday 10:00 am – 5:00 pm Friday 8:00 am – 12:00 pm Monday, Tuesday 8:00 am – 5:00 pm Wednesday 10:00 am – 5:00 pm Thursday 9:30 am - 6:30 pm Friday 8:00 am – 12:00 pm	968	291	All Services Provided All Services Provided	N/A 29, 29	$98,844
Pamlico Co. Health Dept.	80	Monday – Friday 8:00 am – 5:00 pm	101	38	All Services Provided	20, 21, 26-31	$30,602
Pender Co. Health Dept.	81	Monday – Friday 8:00 am – 5:00 pm	721	270	All Services Provided	20, 21, 26-29, 31	$47,555

Person Co. Health Dept.	82	Monday – Friday 8:00 am – 4:30 pm	867	353	All Services Provided	28-31	$43,184
Pitt Co. Health Dept.	83	Monday, Wednesday, Thursday, Friday 8:00 am – 5:00 pm Tuesday 8:00 am – 6:00 pm	1279	559	All Services Provided	26-29, 31	$126,631
Randolph Co. Health Dept.	84	Monday – Friday 8:00 am – 5:00 pm	1309	545	All Services Provided	20, 26-29	$82,781
Richmond Co. Health Dept.	85	Monday – Friday 8:00 am – 5:00 pm Thursday evening appts available	592	305	All Services Provided	20, 21, 27-29, 31	$44,050
Robeson Co. Health Dept.	86	Monday – Thursday 8:00 am – 5:00 pm Friday 8:00 am – 1:00 pm	1826	1050	All Services Provided	20, 21, 27-31	$101,900
Rockingham Health Dept.	87	Monday – Friday 8:00 am - 5:00 pm After hours appointments - 1st and 3rd Thursday of each month	990	427	All Services Provided	20, 21, 29-31	$57,286
Rowan Co. Health Dept.	88	Monday – Friday 8:00 am – 5:00 pm	1576	652	All Services Provided	20, 21, 23, 26-31	$84,686
Rutherford Polk McDowell Health District							$127,856
• Rutherford Co. Health Dept.	89	Second and fourth Tuesday 8:00 am – 12:00 pm Fourth Monday 12:00 - 5:00 pm First and third Thursday 12:00 - 5:00 pm	856	414	All Services Provided	20, 21, 27-30	
• Polk Co. Health Dept.	90	Monday – Friday 8:00 am - 5:00 pm	22	7	All Services Provided	20-23, 26-31	
• McDowell Co. Health Dept.	91	Tuesday 9:45 – 11:00 am Thursday 1:00 – 2:45 pm Times alternate every other week on Tuesday and Thursday	351	164	All Services Provided	20, 21, 28-30	
Sampson Co. Health Dept.	92	Monday – Friday 8:00 am – 5:00 pm	1398	710	All Services Provided	28-30	$56,831
Scotland Co. Health Dept.	93	Monday - Thursday 8:00 am - 5:00 pm Friday 8:00 am – 12:00 pm	354	197	All Services Provided	20-23, 28-31	$43,897
Stanly Co. Health Dept.	94	Monday – Friday 8:00 am –5:00 pm	479	192	All Services Provided	20, 21, 26-31	$46,281
Stokes Family Health Center	95	Monday – Friday 8:30 am - 5:00 pm	374	139	All Services Provided	26-30	$44,049
Surry Co. Health and Nutrition Center	96	Monday – Friday 8:00 am - 5:00 pm	1206	543	All Services Provided	20, 21, 27-31	$51,095

Swain Co. Health Dept.	97	Thursday 7:45 am - 4:45 pm	234	117	All Services Provided	20, 21, 27-29, 31	$34,109
Toe River Health District • Avery Co. Health Dept. • Mitchell Co. Health Dept. • Yancey Co. Health Dept.	 98 99 100	 Monday - Friday 8:00 am – 4:30 pm Monday – Friday 8:30 am to 4:30 pm Monday – Friday 8:00 am - 4:30 pm	 329 285 196	 158 115 92	 All Services Provided All Services Provided All Services Provided	 25-30 21, 25-31 21, 25-31	$98,027
Transylvania Co. Dept. of Public Health	101	Monday - Thursday, 8:30am - 5:00pm Friday 8:30am – 4:30	424	155	All Services Provided	20, 21, 26, 29-31	$35,841
Union Co. Health Dept.	102	Monday - Friday 8:00 am – 5:00 pm	1497	385	All Services Provided	20, 21, 26-30	$86,176
Wake Co. Human Services – Public Health Center • Southern Regional Center • Eastern Regional Center • Northern Regional Center	103 104 105 106	Monday–Friday 8:30 a m.–5:15 p m. Tuesday and Wednesday 5:15–7:30 p m. Teen clinic 2:00 - 6:30 p m. Mondays—Teens (age 19 and under) may walk-in beginning at 2 p m. First come, first served. Tuesday 8:30 am – 6:30 pm Monday – Friday 8:30 am – 5:15 pm Monday – Friday 8:30 am – 5:15 pm	1705	432	All Services Provided All Services Provided All Services Provided All Services Provided	20, 29, 30, 31 20, 26, 29-31 20, 26, 28-31 20, 26, 28-31	$275,042
Warren Co. Health Dept.	107	Thursday 8:30 pm – 5:00 pm	418	211	All Services Provided	20, 21, 26-31	$36,078
Wayne Co. Health Dept.	108	Monday – Thursday 7:00 am - 6:00 pm	2994	1358	All Services Provided	23, 26-30	$89,342

Wilkes Co. Health Dept.	109	Monday – Thursday 8:30 am - 7:00 pm	646	302	All Services Provided	20, 21, 26, 28, 29	$47,228
Wilson Co. Health Dept.	110	Monday - Friday 8:00 am – 5:00 pm	1729	773	All Services Provided	20, 21, 26, 28-31	$68,405
Yadkin Co. Health Dept.	111	Monday, Tuesday, Thursday, Friday 8:15 am – 4:00 pm Wednesday 8:15 am – 11:15 am	327	148	All Services Provided	20, 25-31	$38,107

Legend for Services Provided:

1. Physical Assessment
2. Cervical Cancer Screening
3. Client Education/Counseling
4. Pregnancy/Diagnosis Counseling
5. STD Testing
6. STD Treatment
7. Breast Cancer Screening
8. HIV Services
9. Assess and Screen for Immunization Status
10. Basic Infertility Services
11. Intimate Partner Violence Screening
12. Health Promotion/Disease Prevention
13. Alcohol and other Drug Use Screening
14. Tobacco Use Screening
15. Depression Screening
16. BMI
17. Blood Pressure Screening
18. Diabetes Screening
19. Emergency Contraception
20. Female Sterilization
21. Male Sterilization
22. Intrauterine Device
23. Hormonal Implant
24. 3 Month Hormonal Injection
25. Oral Contraceptives
26. Contraceptive Patch
27. Vaginal Ring
28. Cervical Cap/ Diaphragm
29. Contraceptive Sponge
30. Female Condom
31. Spermicide
32. Fertility-Based Awareness Methods
33. Breastfeeding/Lactational Amenorrhea Method (LAM)
34. Abstinence
35. Male condom

Schedule of Discounts

N. C. Division of Public Health
Women's and Children's Health Section
Women's Health Branch, Family Planning & Reproductive Health Unit
Annual Gross Family Income
Sliding Fee Scale --101% to 250% of Poverty
Be Smart Family Planning Eligibility Included

Effective 2/2018

Family Size	Federal Poverty	Partial-Pay Bracket Twenty Percent From	Partial-Pay Bracket Twenty Percent To	Partial-Pay Bracket Forty Percent From	Partial-Pay Bracket Forty Percent To	Partial-Pay Bracket Sixty Percent From	***Be Smart Family Planning Eligibility****	Partial-Pay Bracket Sixty Percent To	Partial-Pay Bracket Eighty Percent From	Partial-Pay Bracket Eighty Percent To	Full Pay
1	$12,140	$12,141	$16,693	$16,694	$21,245	$21,246	***$23,673***	$25,798	$25,799	$30,349	$30,350
2	$16,460	$16,461	$22,633	$22,634	$28,805	$28,806	***$32,097***	$34,978	$34,979	$41,149	$41,150
3	$20,780	$20,781	$28,573	$28,574	$36,365	$36,366	***$40,521***	$44,158	$44,159	$51,949	$51,950
4	$25,100	$25,101	$34,513	$34,514	$43,925	$43,926	***$48,945***	$53,338	$53,339	$62,749	$62,750
5	$29,420	$29,421	$40,453	$40,454	$51,485	$51,486	***$57,369***	$62,518	$62,519	$73,549	$73,550
6	$33,740	$33,741	$46,393	$46,394	$59,045	$59,046	***$65,793***	$71,698	$71,699	$84,349	$84,350
7	$38,060	$38,061	$52,333	$52,334	$66,605	$66,606	***$74,217***	$80,878	$80,879	$95,149	$95,150
8	$42,380	$42,381	$58,273	$58,274	$74,165	$74,166	***$82,641***	$90,058	$90,059	$105,949	$105,950
9	$46,700	$46,701	$64,213	$64,214	$81,725	$81,726	***$91,065***	$99,238	$99,239	$116,749	$116,750
10	$51,020	$51,021	$70,153	$70,154	$89,285	$89,286	***$99,489***	$108,418	$108,419	$127,549	$127,550
11	$55,340	$55,341	$76,093	$76,094	$96,845	$96,846	***$107,913***	$117,598	$117,599	$138,349	$138,350
12	$59,660	$59,661	$82,033	$82,034	$104,405	$104,406	***$116,337***	$126,778	$126,779	$149,149	$149,150

**** at or below 195% of federal poverty level***

Description of how the schedule of discounts was developed; or for applicants with multiple subrecipients, a policy that is applicable to subrecipients which meets the criteria set out in the Title X regulations at 42 CFR §59.5(a)(7)-(9).

North Carolina's schedule of discounts (also called sliding fee scale) is based on the federal government's annual update of the federal poverty level (FPL). Each January, the Women's Health Branch enters data from the updated FPL guidelines into NC DHHS's spreadsheet, and the spreadsheet updates the income levels within North Carolina's sliding fee scale. All non-Medicaid, non-third-party coverage clients, whose incomes are between 101% and 250% of the current FPL guidelines, are charged based on income and family size, and are placed on the scale in the 20%, 40%, 60%, 80% or 100% income bracket. The 2018 North Carolina Sliding Fee Scale is posted by the grantee for subrecipient agencies to utilize at: http://whb.ncpublichealth.com/provPart/docs/CY18-SlidingFeeScaleforFamilyPlanningClinics.pdf.

North Carolina also has a state policy entitled "Billing, Collection and Fees Policy" within our Family Planning Policy Manual, which serves as a guide for subrecipients agencies' local policies. This manual is located on the Women's Health Branch website at: http://whb.ncpublichealth.com/provPart/pubmanbro.htm. The "Billing, Collection and Fees Policy" assists both the grantee and subrecipient agencies in meeting all Title X regulations related to client charges and the schedule of discounts.

Subrecipient agencies are monitored during each Title X project period by both the State Regional Nurse Consultants (RNCs) and State Administrative Consultants (ACs) to ensure correct implementation of the schedule of discounts. The RNCs review documentation showing that the subrecipient agency is using the current sliding fee scale. The ACs monitor to ensure that financial documentation at the service sites indicates clients whose documented income is at or below 100% FPL are not charged for services.

Assessment of client income is based upon Title X Program Requirements. Income determination is based on family size and household income (economic unit) and is completed annually at a minimum. Clients are asked each time they present for services if their insurance status, income, and/or family size has changed. If it has changed, another financial eligibility assessment is completed. The financial assessment is done by the clerk during the intake process. This process includes gathering information regarding income, family size, and possible Medicaid or third-party coverage.

Each subrecipient agency may determine whether to require proof of income (documentation) or to accept self-declaration of income, and this determination is stated in their Client Fee & Eligibility policy. If income documentation is required, but the client is unable or unwilling to provide such documentation, subrecipient agencies include one of these two clauses in their Client Fee & Eligibility policy: 1) self-declaration is accepted, or 2) the client is given a timeframe (usually 15-30 days) in which to provide income documentation within. If the client provides documentation within the given timeframe, the charges are adjusted according to the schedule of discounts. If the client does not provide documentation within the given timeframe, the client is charged at 100% (full pay) for the cost of services. No client is refused services for failure to provide proof of income or for inability to pay. If a minor seeks confidential services, his or her income is assessed as a family of one. For clients with private insurance, subrecipient agencies assess their income, and then charge clients whichever is the lesser fee – their copay or the visit fee with the schedule of discounts applied. Clients who may be eligible are encouraged to apply for Medicaid, and if they are approved for retroactive Medicaid, there is no charge to the client for services received that day. If deemed ineligible for Medicaid, with no private insurance coverage, a client will be charged appropriately based on the schedule of discounts. Clients with

incomes that fall below 100% of the FPL are not charged for services. No clients are denied services or subjected to any variation in quality of services because of inability to pay.

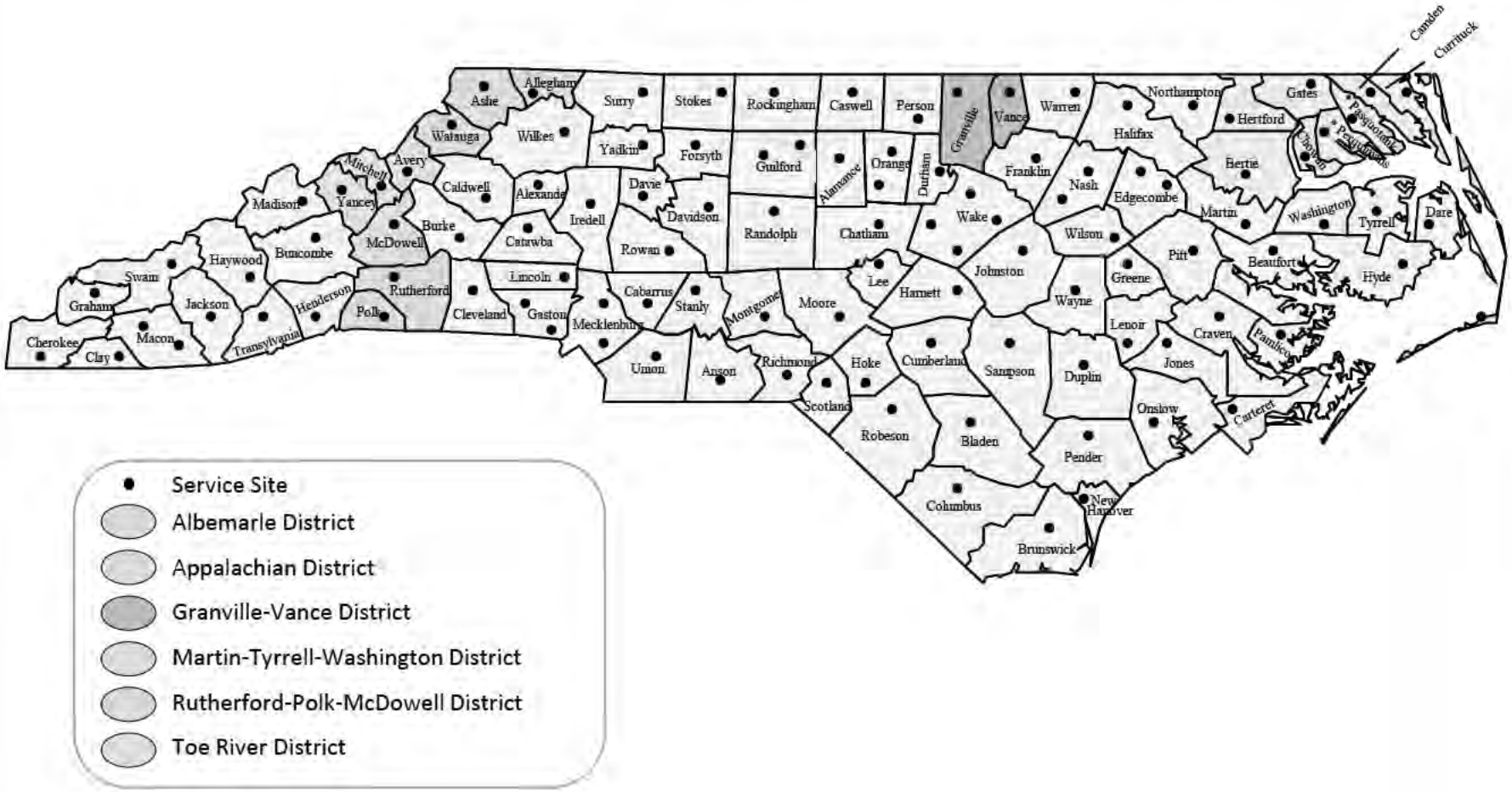
Voluntary donations from clients are permissible, depending on local policy. However, clients must not be pressured to make donations, and donations must not be a prerequisite for the provision of services and supplies. Donations from clients do not waive the billing/charging requirements specified above. Each health department is required to have a sign detailing the donations policy or directing individuals to inquire for more information.

Client accounts begin to age at 30 days after the date of service. This allows the program to attempt collections while providing a mechanism to write off accounts that are dormant or uncollectible. Each subrecipient has their own Bad Debt Write-off policy and the amount of time when debts are considered uncollectible varies based on agency decision. Any payments received are deducted from any outstanding balance. A “Receipt/Current Invoice” is created as payment on account and provided/mailed to non-confidential clients. Each department maintains a cash drawer to facilitate clients wishing to make payments by cash. North Carolina health departments also may choose to participate in the NC Debt Set-off program to collect past due accounts where doing so will not compromise client confidentiality. This allows the program to attempt collections by mail (or if they return to clinic) while providing a mechanism to write-off accounts that are dormant/uncollectable. The county health department administrator or the area/clinic supervisory staff may waive the fee for the individual in special circumstances. This is handled on a case-by-case basis.

Program costs are based on a cost accounting system developed by DPH and approved by NC DHHS and Centers for Medicare and Medicaid Services (CMS). The cost accounting system has cost centers that capture all expenditures charged to the Family Planning Program. These

expenditures include approved staff time spent in the program, supplies, equipment, contracts, travel, etc. Federally-approved overhead costs are also captured in this system. These expenditures are analyzed annually and used in a formula to determine client fee charges. Per the formula, each family planning visit type is assigned a Relative Value Unit (RVU), a weighted measure for determining a relationship between services rendered which is ultimately multiplied by the total visits performed in each visit type to come up with the direct labor cost for each service type. Each service's direct labor cost is then divided into its total to determine the percentage relationship for program cost allocation. The program cost is multiplied by the percentage of each service to determine the cost per service. Direct costs such as contraceptives and vaccines are then added to the determined cost per service to equal a total cost per service. The total cost per service is divided by the total service units to determine a cost per unit of service. The cost per unit of service is then compared to the total charge per unit of service to ensure the provider is basing their charge on their individual cost per service.

North Carolina
Local Health Departments, Service Sites and Districts
2019



Memorandum of Understanding

Edgecombe County Health Department AND *Freedom Hill Community Health Center*

This Memorandum of Understanding (MOU) represents an inter-agency agreement between Edgecombe County Health Department and Freedom Hill Community Health Center collectively referred to as "the Agencies." This MOU addresses the referral collaboration between the Agencies.

1. Edgecombe County Health Department provides comprehensive gynecology, reproductive and sexual health care to low income and uninsured people at clinic sites in Edgecombe county. All family planning and gynecology care is provided at Edgecombe County Health Department on a sliding fee discount schedule. From time to time, it is necessary to refer patients to a primary care provider to manage illness or disease outside Edgecombe County Health Department scope of practice.

2. Freedom Hill Community Health Center is a federally-qualified health center (FQHC) with one clinical site in Edgecombe county. All services are provided on a sliding fee discount schedule. From time to time, Freedom Hill Community Health Center refers patients to Edgecombe County Health Department for specialized services.

3. This MOU is intended to outline generally the ways that the Agencies implement and manage referrals.

4. It is jointly understood that:
    a. Staff at Edgecombe County Health Department will provide family planning services for Freedom Hill Community Health Center patients in accordance with the Edgecombe County Health Department sliding fee discount schedule and regardless of such patients' ability to pay or payor source.
    b. Staff at Freedom Hill Community Health Center will provide primary care services for Edgecombe County Health Department patients in accordance with the Freedom Hill Community Health Center sliding fee discount schedule and regardless of such patients' ability to pay or payor source.
    c. All reasonable efforts will be made to accommodate referred patients.
    d. Nothing in this Agreement will require, nor shall the Agreement be construed to require, Freedom Hill Community Health Center to refer patients to Edgecombe County Health Department, and Freedom Hill community Health Center and its affiliated health care professionals may refer patients to any provider of Covered Services that they deem appropriate.
    e. Nothing in this Agreement will require, nor shall the Agreement be construed to require, Edgecombe County Health Department to refer patients to Freedom Hill community Health Center and Edgecombe County Health Department and its affiliated health care professionals may refer patients to any provider of Covered Services that they deem appropriate.
    f. The Agencies will utilize the EHR to implement and manage referrals.
    g. Healthcare providers at the Agencies will communicate directly and securely with each other in order to coordinate patient care.

Accountability

In the event that the Agencies have reason to believe that one or more of the expectations or activities included in this MOU are not taking place, the following steps shall occur:

1. A meeting shall be called with all parties present.
2. A mutually agreed upon resolution shall be discussed and agreed upon by all parties.

3. If necessary, an amendment shall be made to this MOU or a new MOU shall be developed between Freedom Hill Community Health Center and Edgecombe County Health Department.

Updates
This MOU can be updated with the agreement of all parties at any time.

Edgecombe County Health Department

[redacted] 4-4-2017

Karen Lachapelle (date)
Health Director

Freedom Hill Community Health Center

[redacted]

Dee Johnson
Executive Director

CONTRACT AGREEMENT
BETWEEN
SCOTLAND COUNTY HEALTH DEPARTMENT
AND
DR. HARVEY KOHN
FOR
COLPOSCOPY, CERVICAL BIOPSY, ENDOCERVICAL CURRETAGE,
LOOP ELECTROSURGICAL EXCISION PROCEDURE (LEEP) & CRYOSURGERY

This contract is made and entered into this beginning the 1st day of July, 2018 by and between Scotland County Health Department and Dr. Harvey Kohn to provide colposcopic evaluation for low-income women in the Family Planning Program beginning July 1, 2018.

All above parties agree as follows:

1. Patients with income below 100% of the federal poverty level are eligible for colposcopy funding. Scotland County Health Department will perform eligibility determination for referral to the gynecologist.

2. Bills for the procedures must be submitted to Scotland County Health Department, P. O. Box 69, Laurinburg, NC 28353 within thirty (30) days after the procedure has been completed.

3. Colposcopy procedures must be completed by April 15, 2019 with all bills being submitted no later than April 30, 2019.
4. Physician agrees to accept the Medicaid reimbursement rate as full payment for the procedure(s).

CPT Code	Procedure	Medicaid Reimbursement Rate
CPT Code 81025	Pregnancy Test	$8.04
CPT Code 99214	New Patient Office Visit	$122.13
CPT Code 99213	Established Patient Office Visit	$78.66
CPT Code 57452	Colposcopy	$85.22
CPT Code 57455	Colposcopy and Biopsy	$112.08
CPT Code 57454	Colposcopy, Biopsy & ECC	$120.87
CPT Code 57511	Cryosurgery	$112.58
CPT Code 99212	Follow-up Visit	$56.93
CPT Code 57460	LEEP	$229.65

5. CPT Code 57452 (Colposcopy) should not be billed in addition to codes 57454 – 57461.

6. Neither the patient, family members of the patient, nor Scotland County Health Department should be billed for charges above the agreed upon rates. Non-contracted services or complications arising from the services rendered shall be the responsibility of the patient.

[redacted] on HK 6/12/18
Kristen Patterson, MHA — Date
Health Director

[redacted] 6/25/18
Dr. Harvey Kohn — Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

[redacted] 06/14/18
County Finance Officer — Date

CONTRACT AGREEMENT
BETWEEN
SCOTLAND COUNTY HEALTH DEPARTMENT
AND
DR. HARVEY KOHN

This Agreement is made and entered into this the 1st day of July, 2018 by and between Scotland County Health Department and Dr. Harvey Kohn to provide insertion and removal of Long Acting Reversible Contraceptives (LARC) for patients who are uninsured or underinsured. This contract only applies to Scotland County Health Department clients and limits insertion and removal of LARCs to one IUD and one Nexaplanon per patient.

Scotland County Health Department will provide Dr. Harvey Kohn with:

1. The patient's most recent medical history, physical exam, Pap test and laboratory reports.
2. LARC - Nexplanon, Mirena, Skyla, Kyleena, Paraguard
3. Payments for LARC consultation, insertion, removal and post-insertion visit.

Dr. Harvey Kohn will provide the following services at the current Medicaid reimbursement rate. Services shall include one of the two options below:

IUD (Mirena, Skyla, Kyleena, Paraguard):

1. Consult Visit (CPT Code 99213) at $54.26
2. Pregnancy Test Pre-IUD Insertion (CPT Code 81025) at $7.80
3. IUD Insertion (CPT Code 58300) at $59.14
4. Ultrasound, transvaginal (CPT Code 76830) at 95.90
5. Pregnancy Test Pre-IUD Removal (CPT Code 81025) at 7.80
6. IUD Removal (CPT Code 58301) at $72.62
7. Post IUD Insertion visit (CPT Code 99212) at $32.50

Nexaplanon:

1. Consult Visit (CPT Code 99213) at $54.26
2. Pregnancy Test Pre-IUD Insertion (CPT Code 81025) at $7.80
3. Insertion (CPT Code 11981) at $98.81
4. Removal (CPT Code 11982) at $113.89
5. Removal & Insertion (CPT Code 11983) at $177.24
6. Post Insertion visit (CPT Code 99212) at $32.50

Billing for the services must be submitted to Scotland County Health Department, P. O. Box 69, Laurinburg, NC 28353 within thirty (30) days after the post LARC Insertion visit. LARC procedures and services must be completed by April 15, 2019 with all bills being submitted no later than April 30, 2019.

Neither the patient, family members of the patient, nor Scotland County Health Department should be billed for charges above the agreed upon rates. Non-contracted services will be the responsibility of the patient.

[redacted] 6/12/18 [redacted] 6/25/18
Kristen Patterson, Health Director Date Dr. Harvey Kohn Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

[redacted] 06/14/18
Beth Hobbs Date
Scotland County Finance Officer

Curriculum Vitae
Rachel Peragallo Urrutia, M.D.

UNC Department of Obstetrics and Gynecology
3031 Old Clinic Building CB#7570
Chapel Hill, NC 27599
Phone: (919) 230-2100
FAX: (919) 230-2133
Email: rachel_peragallo@med.unc.edu

Certifications

Licensed	NC Medical Board	May 2010-Present #: 2010-00883
Board Certified	American Board of Obstetrics and Gynecology	January 2013
Board Certified	American Board of Preventive Medicine	November 2015

Education

Residency	Preventive Medicine Department of Social Medicine University of North Carolina School of Medicine Chapel Hill, North Carolina	July 2012 - June 2014
M.S.	Epidemiology, Clinical Research Gillings School of Global Public Health University of North Carolina Chapel Hill, North Carolina	July 2010 - July 2012
Residency	Obstetrics and Gynecology Duke University Durham, North Carolina	June 2006 - July 2010
M.D.	Harvard Medical School Boston, Massachusetts	August 2001-June 2006
B.A.	Biology Clark University	August 1996-May 2001

Worcester, MA
Summa Cum Laude, With Highest Honors

Professional Experience

Consultant	North Carolina Div. Public Health Women's Health Branch	April 2018- Present
Lead Clinician	Reply Ob/Gyn & Fertility, PLLC Cary, North Carolina	June 2015-
Assistant Professor	Div. Women's Primary Care Dept. Obstetrics and Gynecology University of North Carolina Chapel Hill, North Carolina	Jan 2013 - Present
Resident	Preventive Medicine Residency Dept. Social Medicine University of North Carolina Chapel Hill, North Carolina	July 2012 - June 2014
Clinical Instructor	Div. Women's Primary Healthcare Dept. Obstetrics and Gynecology University of North Carolina Chapel Hill, North Carolina	July 2010 - June 2012

Honors and Awards

Multidisciplinary Steering Committee Member — March 2016-Present
Women's Preventive Services Initiative, ACOG
HRSA

Intern — January-June 2014
National Center for Health Promotion and Disease Prevention, Veterans Health Administration, Durham, North Carolina

Temporary Consultant — March 2014
World Health Organization, Medical Eligibility for Contraception Guideline Meeting, Montreux, Switzerland

Intern — June 2013-March 2015
Community Care North Carolina, Pregnancy Medical Home
Postpartum Care Clinical Guideline Development, Raleigh, NC

Belinda D. Pettiford
[redacted]
Email: Belinda.pettiford@dhhs.nc.gov (work)
[redacted] (personal)
Home telephone #: [redacted]
Office telephone #: 919-707-5699

Education

B.A. Psychology, University of North Carolina - Greensboro, May 1985
B.S. Community Health Education, University of North Carolina - Greensboro, May 1987
M.P.H. Health Policy & Administration, University of North Carolina - Chapel Hill, May 1993

Professional Experience

Women's Health Branch Head March 2012 to present
Division of Public Health/Women's and Children's Health Section
Raleigh, North Carolina

Responsible for oversight and guidance of state's women's health programs to include maternal health, family planning, teen pregnancy prevention, sickle cell, preconception health, and other programs impacting women of childbearing age and their families. Includes partnership development, staff supervision, budget management, grant writing, program leadership, and guidance.

Interim Director, Office of Minority Health & Health Disparities March 2012 to May 2013
Division of Public Health March 2014 to March 2015
Raleigh, North Carolina

Responsible for oversight of the North Carolina Office of Minority Health and Health Disparities and its programs; includes staff supervision, budget management, grant writing, and program leadership. Programs and efforts focus on improving minority health status and achieving health equity.

Perinatal Health and Family Support Unit Supervisor April 2000 to March 2012
Division of Public Health/Women's and Children's Health Section
Raleigh, North Carolina

Responsible for oversight of perinatal health programs, including staff supervision and budget management. They include primarily Maternal Health, Baby Love, Baby Love Plus (Healthy Start), Healthy Beginnings (Minority Infant Mortality Reduction Program), Targeted Infant Mortality Reduction Program, Sickle Cell Program, High Risk Maternity Clinic, Perinatal Outreach and Education, and maternal health block grant funding for local health departments.

Program Manager July 1998 to April 2000
Healthy Start Baby Love Plus Program
Division of Public Health/Women's and Children's Health Section
Raleigh, North Carolina

Coordinate three federally funded Healthy Start programs. Includes staff supervision, overall management, workplan development, performance evaluation, and job description preparation. Responsible for budget preparation, budget management, and contracts administration. Prepares federal reports and grant applications for new and continued funding. Serve as liaison between division, federal office and the local health department. Coordinate staff training and development.

Program Consultant November 1995 to June 1998
Minority Infant Mortality Reduction Program
Division of Public Health/Women's and Children's Health Section
Raleigh, North Carolina

Coordinate statewide program to decrease the disparity in infant morbidity and mortality among communities of color. Include contracts administration, technical assistance, and program monitoring. Also includes staff development and training coordination.

Health Education Supervisor Dec 1988 to Nov 1995
Harnett County Health Department
Lillington, North Carolina

Supervised Health Education staff of the health department. Included workplan development, performance evaluation, and improvement plans. Serve as health department liaison for community and outreach efforts. Responsible for health education budgets, policies, and procedures. Conducted community needs assessments to determine public health priorities. Lead health promotion community efforts. Provide HIV testing and counseling to individuals requesting HIV testing.

Memberships, Awards and Special Interests

Recipient, Ann F. Wolfe Award
North Carolina Perinatal Health Association (2015)
Recipient, Certificate of Merit,
North Carolina Public Health Association (2009)
Recipient, Ethel Martus Lawther Outstanding Alumni Award
School of Health and Human Performance, UNC-Greensboro (1999)
Nominee, GlaxoSmithKline Child Health Recognition Award (2007)
North Carolina Chapter, Society for Public Health Education, Inc. (Past President)
Board Member, National Healthy Start Association (Past President; served 5 years as President)
Board Member, Association of Maternal and Child Health Programs (AMCHP)
Legacy Member, National Healthy Start Association

State Committees

Chair, Perinatal Health Strategic Plan Committee
Co-chair, Perinatal Health Committee of Child Fatality Task Force (2011-present)
Lead, NC Collaborative Improvement and Innovation Network (CoIIN) to reduce infant mortality (2012-present)

National Committees

Chair, Association of Maternal and Child Health Programs (AMCHP) Workforce Leadership Development Committee (2015-16)
Chair, National MCH Workforce Development Center Committee (2015-16) Centers for Disease Control and Prevention – Expert Panel on Preconception Health and Healthcare (2006-present); Public Health Subcommittee (2006-present); Financing Subcommittee (2007); Consumer Subcommittee (2006-2011)
HRSA, Maternal and Child Health Bureau – Strategic Planning Committee (2002-2003) and (2007-2008)
HRSA, MCHB, Interconceptional Care Learning Collaborative Expert Panel (2009-2011) Advisory Committee – Kellogg Foundation – Undoing Racism Collaborative – AMCHP Representative

[redacted]

Kristen L. Carroll

Work Experience

Family Planning & Reproductive Health Unit Manager Feb 18 - Present
NC-DHHS, Women's Health Branch, Raleigh, NC
Responsibilities:
- Manage overall operation of statewide family planning program (assuring quality, efficiency & accountability)
- Manage unit of 20 professional staff to ensure all programs effectively implemented
- RFA development and consultation; Federal Grant development and management

TPPI Team Lead March 14-Jan 18
NC-DHHS, Women's Health Branch, Raleigh, NC
Responsibilities & Accomplishments
- Supervise staff of seven (5 Program Consultants and 2 Evaluation Consultants) and four programs
- Organize, develop, implement, manage, monitor and evaluate Teen Pregnancy Prevention projects
- RFA development and consultation; Grant development and management
- Updated TPPI forms/requirements: site visit reports, RFAs, contracts, agreement addendums
- Received new Federal funding for a 5 year program through Office of Adolescent Health

TPPI Program Consultant July 13-March 14
NC-DHHS, Women's Health Branch, Raleigh, NC
Responsibilities & Accomplishments
- Provide consulting and technical assistance to agencies receiving Teen Pregnancy Prevention funds
- Design and implement trainings and meetings
- Designed monitoring tool to evaluate monthly data in the EZTPPI database

Special Populations Coordinator Nov 07-June 13
NC-DHHS, Immunization Branch, Raleigh, NC
Responsibilities & Accomplishments
- Provide programmatic immunization outreach to under-immunized groups
- Provide technical assistance with child care/school nurse consultants on vaccine requirements
- Establish processes and procedures to ensure mandated reports are accurate

Executive Director (went to Interim in Nov 07) June 05-May 08
Chatham Social Health Council, Siler City, NC
Responsibilities & Accomplishments
- Supervise staff of seven at a nonprofit focused on HIV prevention with Latinos and African Americans
- Manage all financial aspects of agency (budgets, bookkeeping, accounts, audits)
- Oversee program development, direction, and evaluation, and grant writing/management
- Implemented an HIV rapid testing program and a teen prevention program (Making Proud Choices)

Education

Master of Public Health: The Ohio State University Dec 2002
Columbus, OH, School of Public Health, Division of Health Behavior
Bachelor of Science in Biochemistry: Marietta College May 1999
Marietta, OH, Cum Laude

Joseph C. Scott

[redacted]

OBJECTIVE: To obtain a position with opportunities for professional growth and increased responsibility.

EDUCATIONAL BACKGROUND:

North Carolina Agricultural and Technical State University
Greensboro, North Carolina
Bachelor of Science * Business Administration – May 1991

Central Michigan University
Mt. Pleasant, Michigan
Masters of Science * Public Administration – December 2006.

EMPLOYMENT:

9/14 to Present

North Carolina Division of Public Health (DPH), Raleigh NC
Program Supervisor II for Finance Operations (Women's Health Branch). Responsibilities include developing, implementing, evaluating, and improving the tracking of information, expenditure reporting, budgeting recommendations, purchasing/travel guidelines and procedures. Duties also include overseeing programmatic federal requirements and best practices must be considered in developing, implementing, evaluating, and improving processes associated with facility management and concomitant contracting, purchasing, funding, payment, and expenditure requirements. Responsibilities include establishing or revising processes and procedures and evaluating them as consistent with Division of Public Health goals, policies, and procedures, including consistency with those handled in other parts of the Division of Public Health, such as Budget/Purchasing/Human Resources/Contracting. Responsibilities also include ongoing oversight of the Agreement Addenda process for local health department (LHD) contracts for family planning and teen pregnancy prevention service delivery. Responsibilities includes providing guidance to and serving as the Units' point of contact to the assigned Division Budget Officer for the preparation of the financial components of grant applications for submission to federal agencies to meet application requirements for initial or renewal applications.

5/08 to 9/14

North Carolina Division of Public Health (DPH), Raleigh NC
Program Supervisor for Finance Operations (Cancer Prevention and Control Branch). Responsible for oversight of financial staff and financial operations for North Carolina's Cancer Prevention and Control Branch. Duties include preparing and monitoring contract activities and provider expenditures, and resolving financial issues with providers, contractors, Program Administrators, and DPH Budget Office. Duties also include budgeting program funds, preparing grant budgets, fiscal reporting, managing service fees, schedules and provider inquires. Responsibilities also include managing contract deliverables, agreement addendums, and internal financial tracking systems. Other duties include ensuring financial objectives are met, conducting budgetary adjustments, as well as instituting Federal and State laws and guidelines and accounting principles. Duties require internal management of funds, report preparation, financial statues reports, federal requests for modification of grants and working closely with Branch Director, Management, and Administrators regarding fiscal management and to resolve programmatic issues related to funding.

11/04 to 5/08

North Carolina Division of Social Services, Raleigh, NC.
Program Consultant II (Food Stamp and Energy Programs). Responsibilities included working closely with Economic Services Program Administrators to coordinate the implementation of program integrity policies through the development of manual materials, program plans, policy interpretations, and creation of training materials and plans to coincide with the issuance of new Federal law or regulations and State legislation related to North Carolina's Food Stamp Program. Additional duties included working with Automation to initiate technical revisions to Food Stamp and Energy Program systems, creating policy for newly formed programs or revising policies for established programs, allocating energy funds to local Department of Social Services' (DSS), presenting new program policies and revised program policies to the Economic Services Commission, and providing technical assistance to local DSS staff's, local DSS Directors, Regional Program Consultants, and other Economic Services' staff.

DEBORAH FARB, RN, BSN, MPH, IBCLC

[redacted]

EDUCATION

University of North Carolina at Chapel Hill

- Bachelor of the Science of Nursing, July 2006
- Master of Public Health, Maternal and Child Health Department, May 2004
- Bachelor of Arts, Cultural Anthropology and English, May 2000

Certification: International Board Certified Lactation Consultant, October 2010

Academic Honors: Phi Beta Kappa, Golden Key National Honor Society

PROFESSIONAL EXPERIENCE

Division of Public Health, Women's Health Branch, Raleigh, NC
Family Planning Nurse Consultant, September 2015-present

- Serve as State advisor for Family Planning issues internally at the Division of Public Health, and externally for Local Health Departments and other agencies throughout the state
- Maintain and revise Family Planning agreement addendums, policies, procedures, forms and other documents
- Assist the Women's Health Branch with compliance with Title X requirements and guidelines
- Provide trainings, webinars, and presentations throughout the state on a variety of Family Planning topics

Durham County Health Department, Durham, NC
OB Care Manager, Senior Public Health Nurse, March 2011-September 2015

- Provide case management to pregnant and postpartum Medicaid clients and their families
- Support high risk clients in meeting their goals for a healthy pregnancy and postpartum period, including family planning goals

Durham Connects, Public Health Nurse II, May 2008-March 2011

- Provided comprehensive, nurse home visits to newborns, postpartum mothers and families
- Supported families with a wide variety of needs, including family planning

Lincoln Community Health Center, Durham, NC
Obstetrics/Prenatal Clinic, Staff Nurse, October 2008-May 2010 (PER DIEM)

- Provided nursing care for clients during the prenatal and postpartum periods

UNC Health Care, Chapel Hill, NC
Gynecology/Oncology, Clinical Nurse II, December 2007-May 2008

- Provided in-patient nursing care to women with reproductive cancers and other gynecological conditions, as well as to postpartum women and families *Labor and Delivery, Clinical Nurse I & II*, October 2006-December 2007
- Provided in-patient nursing care to mothers, babies and families during the antepartum, intrapartum and postpartum periods

Planned Parenthood of Central North Carolina, Durham and Chapel Hill, NC
Shift Leader, June 2004-May 2005
Health Care Assistant TRAINER, September 2001-September 2002
Health Care Assistant, July 2000-May 2005

Marissa Peters MPH

(919) 707-5698 · Marissa.Peters@dhhs.nc.gov

EDUCATION

Master of Public Health, Community and Behavioral Health — December 2010
Colorado School of Public Health - Aurora, CO

Bachelor of Arts, Sociology — May 2004
Colorado State University - Fort Collins, CO

PROFESSIONAL EXPERIENCE

Family Planning Data Manager| Division of Public Health
Family Planning and Reproductive Health Unit
North Carolina Department of Health and Human Services — March 2017-Present

- Leads the work for the Title X Family Planning Annual Report (FPAR), including gathering, analyzing, verifying and grouping the necessary data elements to report to the Federal Government.
- Provides technical assistance and consultation to family planning central staff, regional staff, and local agencies on data utilization issues.
- Initiates requests for systems updates or modifications to meet federal reporting requirements and/or capture new data needed for program management, planning and evaluation.

Data Coordinator| Carolina Population Center
The National Longitudinal Study of Adolescent to Adult Health — June 2015-March 2017
University of North Carolina Chapel Hill

- Oversaw the design and implementation of a secure tracking system involving data from three subcontractors.
- Designed and supervised process to report confidential lab and clinical results to study respondents.
- Performed quality control checks to identify and evaluate discrepancies for complete and accurate data tracking.

Senior Professional Research Assistant | Data Manager and Research Coordinator
Children's Hospital Colorado Title X Family Planning Clinic — July 2011- May 2015
University of Colorado School of Medicine, Department of Obstetrics and Gynecology

- Coordinated data collection activities for multiple qualitative and quantitative research and quality improvement protocols.
- Managed data auditing, monitoring and evaluation for clinic database.
- Conducted statistical analysis for research studies and scientific publication.

Professional Research Assistant | Lead Data Manager
The National Lung Screening Trial — December 2005 – June 2011
University of Colorado Cancer Center

- Managed National Cancer Institute research database — screening results, cancer diagnosis information, pathology specimens and general participant details.
- Oversaw data quality assurance and cleaning protocols and procedures.

Division of Public Health
Agreement Addendum
FY 18-19

Master **Local Health Department Legal Name**	Women's and Children's Health / Women's Health **DPH Section/Branch Name**
151 Family Planning **Activity Number and Description**	Joseph Scott, 919-707-5696 joseph.scott@dhhs.nc.gov **DPH Program Contact** (name, telephone number with area code, and email)
06/01/2018 – 05/31/2019 **Service Period**	**DPH Program Signature** **Date** (only required for a negotiable agreement addendum)
07/01/2018 – 06/30/2019 **Payment Period**	

☒ **Original Agreement Addendum**
☐ **Agreement Addendum Revision # _____**

I. Background:

The primary mission of the Family Planning and Reproductive Health Unit in the Division of Public Health (DPH) is to reduce unintended pregnancies and improve selected health practices among low income families. Each local health department and district receives funding from the state to provide family planning services to low income individuals.

Data from the 2014 Pregnancy Risk Assessment Monitoring System (PRAMS), based on a random sample of 965 women who had recently given birth, shows that 31.8% of North Carolina mothers responded that they wanted to be pregnant later or not at all while another 12.3% were ambivalent about the pregnancy. Women who were young, of minority race and/or of lower socioeconomic status were more likely to report an unintended pregnancy. Women who have unintended pregnancies are at a greater risk for poor birth outcomes (2014 North Carolina Pregnancy Risk Assessment Monitoring System Survey Results: http://www.schs.state.nc.us/data/prams/2014/intent32.html.)

There are approximately 667,910 North Carolina women in need of publicly supported contraceptive services because they have incomes below 250% of the federal poverty level (518,890) or are sexually active teenagers (149,030). Family planning clinics in North Carolina serve 20% of all women in need of publicly supported contraceptive services and 14% of female teenagers in need (Guttmacher Institute Contraceptive Needs and Services, 2014: https://www.guttmacher.org/fact-sheet/state-facts-publicly-funded-family-planning-services-north-carolina).

Health Director Signature (use blue ink) Date

Local Health Department to complete: (If follow up information is needed by DPH)	LHD program contact name: _____ Phone number with area code: _____ Email address: _____

Signature on this page signifies you have read and accepted all pages of this document.

Definition of terms: Throughout this document, the words "must" and "shall" indicate mandatory program policy.

II. Purpose:

The Family Planning and Reproductive Health Unit supports a wide range of preventive care that is critical to men's and women's reproductive and sexual health. These services promote self-determination in matters of reproductive health. They help reduce infant mortality and morbidity by decreasing the number of unplanned pregnancies and the poor health outcomes associated with them. These services also improve men's and women's health by providing access to preventive care. They lower health care costs by reducing the need for abortions and preventing costly, high risk pregnancies and their aftereffects.

III. Scope of Work and Deliverables:

The Activity 151 Family Planning Agreement Addendum requires further negotiation between the Women's Health Branch (WHB) and the Local Health Department.

For this Agreement Addendum, the Local Health Department shall complete the Non-Medicaid Services table (Attachment B), complete the TANF Out-of-Wedlock Birth Prevention Program Deliverables worksheet (Attachment D) and return both with the signed and dated Agreement Addendum. In addition, a detailed budget must be submitted, as described below in Paragraph A, with instructions provided on Attachment A.

The information provided by the Local Health Department will be reviewed by the WHB. When the WHB representative and the Local Health Department reach an agreement on the information contained in these Sections and the detailed budget, the WHB representative will sign the Agreement Addendum to execute it.

A. **Detailed Budget** (Attachment A)
A detailed budget must be emailed to the DPH Program Contact to document how the Local Health Department intends to expend funds awarded in FY19. **The budget must equal the funds allocated to the Local Health Department.** (Refer to the FY 18–19 Activity 151 Budgetary Estimate, included with this Agreement Addendum, for the total funding allocation.) List only activities that are not Medicaid reimbursable and not part of the cost of the service deliverables in Attachment B. Billable items may include, but are not limited to Community Education, Patient Transportation, Staff Time, Equipment, Incentives, and Staff Development. (Staff Development must be prorated to percent of staff time assigned to Family Planning Clinic).

B. **Non-Medicaid Services** (Attachment B)
The Local Health Department will provide Non-Medicaid Service Deliverables in FY19. Include on Attachment B the number of unduplicated Non-Medicaid patients to be served and the estimated total number for all Non-Medicaid clinical services. Health Information System (HIS) service data or compatible reporting system, as of August 31, 2019, will provide the documentation to substantiate services that the Local Health Department has provided for this FY19 Agreement Addendum.

C. **Temporary Assistance for Needy Families** (TANF) Out-of-Wedlock Birth Prevention Program Deliverables (Attachment D)
The Family Planning Program must **submit a completed** Attachment D worksheet showing its plan relative to the prevention of Out-of-Wedlock births among TANF-eligible patients and among those at-risk of becoming eligible as the result of unintended pregnancies. The plan must account for the full amount of Local Health Department's FY19 TANF allocation.

D. In order to meet the Deliverables listed in this Section III through the delivery of family planning services, the Local Health Department shall:

1. Report within 14 days to the Women's Health Regional Nurse Consultant if there is any interruption of services or inability to meet these Deliverables.

2. Utilize these six resources for providing family planning services:

   a. Program Requirements for Title X Funded Family Planning Projects (http://www.hhs.gov/opa/pdfs/ogc-cleared-final-april.pdf)

   b. Providing Quality Family Planning Services (http://www.cdc.gov/mmwr/pdf/rr/rr6304.pdf)

   c. U.S. Medical Eligibility Criteria For Contraceptive Use, 2016 (http://www.cdc.gov/mmwr/volumes/65/rr/pdfs/rr6503.pdf)

   d. U.S. Selected Practice Recommendations For Contraceptive Use, 2016 (http://www.cdc.gov/mmwr/volumes/65/rr/pdfs/rr6504.pdf)

   e. North Carolina Women's Health Branch Family Planning Policy Manual, and (http://whb.ncpublichealth.com/provPart/pubmanbro.htm)

   f. Women's Health Branch website (http://whb.ncpublichealth.com/provPart/index.htm).

E. The **policies** that address family planning services in each Local Health Department shall include:

1. CLINICAL SERVICES
   The Centers for Disease Control and Prevention (CDC) and the Office of Population Affairs (OPA) developed clinical recommendations for providing Quality Family Planning Services (QFP) and revised the Title X Program Requirements as of April 2014. An updated, 2015 version of QFP was published in March 2016.

   a. All patients are offered a preventive appointment once every 12 months. Components of the preventive appointment are found on Attachment C.

   b. All appointments in the 12 months following the preventive appointment should be approached as return appointments. Components of return appointments are found on Attachment C.

   c. The Local Health Department shall assure services provided within their family planning clinic operate within written clinical protocols that are in accordance with the QFP and are signed annually by the physician responsible for the family planning clinic. These services include: contraceptive services, pregnancy testing and counseling, achieving pregnancy, basic infertility services, preconception health, sexually transmitted disease (STD) services and related preventive health services (e.g., screening for breast and cervical cancer) in accordance with recommendations for women issued by the Institute of Medicine (IOM) and adopted by the federal Department of Health and Human Services (DHHS) (Providing Quality Family Planning Services, page 5, figure 1).

      1. The Local Health Department must use DHHS 4140 (Pregnancy Testing Form) for all pregnancy-test only visits, whether the visit occurs in the Family Planning clinic or another clinic (http://whb.ncpublichealth.com/provPart/forms.htm).

   d. Education and method counseling must be individualized dialogue with the patient and provided according to QFP and Title X Program Requirements (Providing Quality Family

Planning Services [QFP] Appendix D, Title X Sections 9.2 - 9.3). See Attachment C of the Family Planning AA for details.

e. Unless the Local Health Department operates a clinic that offers primary care services to the entire community, including Family Planning patients, a Memoranda of Understanding (MOU) with another agency that can provide primary care services for Local Health Department Family Planning patients is required.

f. Abortion / Pregnancy Termination

   1. Abortion is prohibited as a method of family planning at agencies funded with Title X funding; Section 1008 of the Title X statute and 42 CFR 59.5(a)(5). No Title X funding may be used to provide abortion services, and agencies that provide abortion services with non-Title X funding must adequately separate abortion services funding from Title X funding.

   2. Agency staff may be subjected to prosecution if they coerce or try to coerce any person to undergo an abortion or sterilization procedure (Section 205, Public Law 94-63, as set out in 42 CFR 59.5(a)(2) footnote 1).

   3. Agencies must offer pregnant women nondirective information and referrals for the following pregnancy options, unless they indicate that they do not want information on one of more options (42 CFR 59.5(a)(5)):
      i. Pregnancy Termination;
      ii. Prenatal care and delivery; and
      iii. Infant care, foster care, or adoption.

g. All standing orders or protocols developed for nurses in support of this program must be written in the North Carolina Board of Nursing format. All local health departments shall have a policy in place that support nurses working under standing orders. (http://www.ncbon.com/vdownloads/position-statements-decision-trees/standing-orders.pdf)

2. VOLUNTARY PARTICIPATION

   a. The Local Health Department must provide Family Planning services solely on a voluntary basis (Sections 1001 and 1007, PHS Act; 42 CFR 59.5 (a)(2)).

   b. The Local Health Department must provide Family Planning services without subjecting individuals to any coercion to accept services, or to employ or not to employ any particular methods of family planning (42 CFR 59.5 (a)(2)).

3. INFORMED CONSENTS

   a. The patient's written informed voluntary consent (written in a language understood by the patient or translated and witnessed by an interpreter) to receive services such as examinations, laboratory tests and treatment must be obtained prior to the patient receiving any clinical services. The general consent must include a statement that receipt of family planning services is not a prerequisite to receipt of any other services offered in the health department. In addition, the general consent for services does not have to be signed annually; only if the form is revised shall it be re-signed.

   b. The Local Health Department has the choice of continuing the use of the contraceptive method specific consent forms or using the "Teach Back" method with documentation in the patient's record with a check box or written statement of this method being used before a prescription contraceptive method is provided (Title X, QFP). If the "Teach Back" is used,

agency policies/procedures/protocols must describe the teach back process and the information that must be conveyed for each method offered by the agency.

4. FINANCIAL MANAGEMENT
   a. Adherence to program requirements in project management and administration must be based on the Title X Program Requirements Version 1.0 April 2014 Sections 8.4. The Title X Section 8.4 pertains to requirements for charges, billing and collections. (Title X Sections 8-8.7).

5. ADOLESCENT SERVICES
   a. All minors shall be:
      1. Assured that the counseling sessions are confidential and if follow up is necessary, every attempt will be made to assure the privacy of the individual;
      2. Encouraged to involve family members in their care;
      3. Counseled about how to resist sexual coercion;
      4. Advised of state laws that require staff to report suspected child abuse, neglect, child molestation, sexual abuse, rape, incest and human trafficking;
      5. Counseled on interventions to prevent the initiation of tobacco use (QFP, page 13); and
      6. Counseled on abstinence, as well as all FDA-approved methods of contraception – including condoms and long-acting reversible contraception.

6. MANDATORY REPORTING / REQUIRED TRAININGS
   a. It is the responsibility of the Local Health Director to have all Title X-funded staff and staff who provide services to Title X patients (e.g., management support, lab, social workers, health educators, clinicians/providers/Medical Directors, nurses and other staff) participate in federally required trainings once each year or as required by the Women's Health Branch about Mandatory Reporting Laws and Federal Anti-Trafficking Laws. Newly hired Title X-funded staff and newly hired staff who provide services to Title X patients are required to participate in the 2016 Title X Orientation training within one month of the hire date. Even if the Local Health Director is not Title X funded, DPH recommends the above trainings for the Local Health Director. The documentation on staff participating in this federally required training must be kept in the employees' training or personnel file located at the Local Health Department. The training documentation sheet, instructions, justifications and other required information can be accessed at http://whb.ncpublichealth.com/provPart/training.htm under the *Required Title X/Family Planning Trainings* section. The state *Child Abuse and Neglect Reporting* policy and other documents may be accessed at http://whb.ncpublichealth.com/provPart/pubmanbro.htm, under *Manuals* and *Family Planning Policy Manual*. Noncompliance with the laws may result in disallowance of Title X funds, or suspension or termination of the Title X grant award to the North Carolina Department of Health and Human Services. (Title X, Section 8.6)
   b. The Women's Health Branch requires that all Family Planning providers and staff complete the relevant sections of the Orientation and Annual Trainings Checklist. This Microsoft Excel workbook contains 11 tabbed sheets, and each sheet designates which types of staff must complete that sheet. The Orientation and Annual Trainings Checklist is located at http://whb.ncpublichealth.com/provPart/training.htm, under the *Required Title X/Family Planning Trainings* section.

c. Curriculum vitae of the Medical Director must indicate special training or experience in family planning. Medical Directors should participate in training or continuing education related to Family Planning on an annual basis, and should maintain documentation of their participation.

d. All staff, clinical and non-clinical, shall participate in at least one training annually focused on health equity, health disparities, or social determinants of health to support individual competencies and organizational capacity to promote health equity.

7. REQUIRED SIGNAGE IN CLINIC AREA
   a. A sign must be present in a visible area acknowledging that family planning services are provided to all men and women without regard to religion, race, color, national origin, handicapping condition, age, sex, number of pregnancies, or marital status.
   b. A sign must be posted in a visible area of the clinic indicating that interpreter services are available at no cost for those requiring such service.
   c. A sign in the finance/discharge area is also required, stating that charges incurred in the family planning program will be based in accordance with a schedule of discounts based on ability to pay and family size, except for persons from families whose annual income exceeds 250% of the federal poverty level. (§59.5 & §59.10 in the Family Planning Regulations and Title VI of the Civil Rights Act of 1964 through Executive Order 13166.)
   d. A patient bill of rights or other documentation which outlines patient's rights and responsibilities may either be posted as a sign in the clinic area or given as a handout to each patient.

8. CHLAMYDIA AND GONORRHEA SCREENING
   a. The Local Health Department must provide screening to all females for chlamydia (CT) and gonorrhea (GC) who are either 25 years old or younger or who are 26 years old and older and have symptoms, sex partner referral, or high-risk history (such as new partner or multiple partners). The screening must be provided at all clinical appointments (CDC 2015 Sexually Transmitted Diseases Treatment Guidelines and North Carolina State Lab Memo September 10, 2014). Patients who decline CT and/or GC screening must still be offered medically appropriate methods of contraception.
   b. CT and GC screening is recommended at the time of IUD insertion **only if** patients are not up to date on these screenings per CDC guidelines. IUD insertion should not be delayed for patients with CT/GC risk factors, since screening can be done at the time of IUD insertion. However, women should not undergo IUD insertion if they have current purulent cervicitis or established chlamydial infection or gonococcal infection (U.S. Selected Practice Recommendations, 2016). Any woman who tests positive for either CT or GC must be retested at three months after treatment (CDC 2015 Sexually Transmitted Diseases Treatment Guidelines).

9. IMMUNIZATIONS
   a. For female and male patients, the Local Health Department should screen for immunization status in accordance with recommendations of CDC's Advisory Committee on Immunization Practices (ACIP) and provide referrals for these vaccines. Refer to page 17 of the QFP for details (Title X, QFP).

10. ENHANCED ROLE NURSE REQUIREMENTS
    a. Certain low-risk patients may receive designated services from public health nurses who have received special Family Planning Enhanced Role Nurse Training. See Enhanced Role specifications (Enhanced Role Nurse Policy; Family Planning Policy Manual Policy #5.2 located at http://whb.ncpublichealth.com/provPart/pubmanbro.htm) for detailed criteria. If the Local Health Department has enhanced role screeners, a roster will be maintained and kept up-to-date. The roster shall include date of completion of the enhanced role nurse (ERN) training, number of patient contact hours (combination of time spent as a nurse interviewer and highest-level care provider), and accrued educational contact hours. Enhanced role nurses must fulfill all requirements by June 30th each year or they will lose enhanced role status due to elimination of program and there is no current re-rostering component available.

    b. The completion of 100 clinical hours and 10 educational contact hours during fiscal year, July 1, 2018 – June 30, 2019, shall be documented by the Local Health Department. The documentation for the prior state fiscal year (July 1, 2017–June 30, 2018) must be submitted by August 15th of each year to the Women's Health Branch, through completion of the WHB ERN Survey Monkey Survey. A link to the survey will be sent via email to the ERN as well as the Director of Nursing of the agency. The Local Health Department shall advise the WHB of any ERNs who have either retired or are no longer functioning as an ERN and they will be removed from the current roster and will not be required to complete the survey.

11. PHARMACEUTICAL SERVICES
    a. The Local Health Department shall ensure program integrity and maintain auditable records which document compliance with all 340B Program requirements as specified at http://www.hrsa.gov/opa/programrequirements/index.html. Billing policies and procedures must be in compliance with North Carolina Administrative Code (10A NCAC 41A .0204) and insurance requirements.

12. SUBCONTRACTING OF SERVICES
    a. If a Local Health Department wishes to subcontract any of its responsibilities or services, a written agreement that is consistent with Title X Program Requirements and approved by the Women's Health Branch must be maintained by the Local Health Department (45 CFR parts 74 and 92).

    b. If a Local Health Department subcontracts any Title X Family Planning Services to another entity, a copy of the executed contract must be submitted to the Women's Health Branch 30 days from the date of the contract's execution.

13. PLANNED CLINIC CLOSURES
    a. The Office of Population Affairs (OPA), the federal agency which funds the Title X Family Planning Program, has informed DPH that any time a clinic listed in DPH's annual list of Title X Family Planning providers is going to be closed or will no longer be serving family planning patients, DPH must inform them 30 days prior to this action. OPA considers this type of action a change in the scope of DPH's work and they will either approve or deny the action. If a Local Health Department plans to close a family planning clinic site or stop seeing family planning patients, the Local Health Department must provide written notice to the Family Planning and Reproductive Health Unit Supervisor in the Women's Health Branch, at least 45 days in advance of such an action.

IV. <u>Performance Measures/Reporting Requirements</u>:

A. The Local Health Department shall improve pregnancy outcomes and improve the health status of women before pregnancy by meeting the county-specific process outcome objectives (POOs). These

POOs are listed below and the actual county-specific numbers are located in the Agreement Addenda section on the Women's Health Branch website at http://whb.ncpublichealth.com/provPart/agreementAddenda.htm.

1. Family planning caseload (unduplicated users as reported to HIS) will meet or exceed previous three-year average.
2. Decrease the adolescent pregnancy rate among females ages 10 to 17.
3. Decrease the percentage of repeat pregnancies to teens ages 17 and under.
4. Decrease the percentage of women with short birth intervals.
5 Decrease the percentage of births to unwed mothers.
6. Decrease the percentage of unintended pregnancy.

B. Annual Reports

1. The Local Health Department **must submit, at least annually and no later than August 15, 2018,** family planning media review documentation, forms and minutes from committee meetings including outcomes/decisions using Family Planning Media Review Documentation form DHHS 3491. This may be faxed to 919-870-4827, mailed to the Women's Health Branch, 1929 Mail Service Center, Raleigh, NC 27699-1929, attention Family Planning Program Consultant, or scanned and emailed to julie.gooding-hasty@dhhs.nc.gov. Form DHHS 3491 may be obtained from the Women's Health Branch Web page: http://whb.ncpublichealth.com/provPart/forms.htm

2. Sterilization Reporting Requirements
   a. Local family planning programs that perform or arrange for sterilization services funded with Federal Title X, Medicaid/Title XIX (including the Medicaid Family Planning State Plan Amendment), or other federal funds, **must report all sterilization procedures, including vasectomies, by January 15** for the prior calendar year.

      ("Perform" is to pay for or directly provide the medical procedure itself. "Arrange for" is to make arrangements [other than mere referral of an individual to, or the mere making of an appointment for him or her with another health care provider] for the sterilization of an eligible individual by a health care provider other than the local agency.)

      Agencies must have a plan or protocol in place that addresses sterilizations, whether or not this service is being offered. Procedures must be reported using Form PHS-6044 (Attachment E).

   b. The current sterilization consent forms that must be used when arranging sterilizations can be found at: https://www.hhs.gov/opa/sites/default/files/consent-for-sterilization-english-updated.pdf (English) and https://www.hhs.gov/opa/sites/default/files/consent-for-sterilization-spanish-updated.pdf (Spanish).

      If the Local Health Department neither performs nor arranges for sterilizations supported with federal funds, it must submit annually by August 15, **a letter requesting a waiver** from the annual reporting requirement for sterilization services. The letter may state that the Local Health Department does not, nor does it plan to engage in performing or arranging for sterilizations during the year. Form PHS-6044 (Revised), and the waiver letter request should be sent to:

      Women's Health Branch
      1929 Mail Service Center
      Raleigh, NC 27699-1929

Attn: Family Planning and Reproductive Health Unit Supervisor
Fax: 919-870-4827

3. As part of the annual reporting funding requirement for Title X, the following is required:
   a. The Local Health Department must report the total number of tests performed for chlamydia, gonorrhea, syphilis, and HIV for all family planning patients served in their agency. Local programs must report the unduplicated numbers of patients tested by gender and age group (<15, 15-17, 18-19, 20-24, and 25 and over). For HIV tests only, local agencies must also report the number of positive tests.
   b. For cervical cytology, all local agencies must report the total number of unduplicated family planning patients served, number of tests performed, number of test results with Atypical Squamous Cells (ASC) or higher, and test results with High-grade Squamous Intraepithelial Lesion (HSIL) or higher.
   c. **For reporting period January 1 – June 30, 2018, the deadline for data submission is July 15, 2018. For reporting period July 1 – December 31, 2018, the deadline for data submission is January 15, 2019.** The link to the online survey is: https://www.surveymonkey.com/s/STIandPAP_TestResults

4. The Local Health Department shall show anticipated staffing levels by completing the online survey at https://www.surveymonkey.com/s/FP_Clinical_Staffing_Levels no later than December 31, 2018.

5. As a result of the 2012 Title X program review, WHB is required to more accurately report program income. To ensure that all local income that is supporting the Family Planning Program is reported, a quarterly report must be submitted through the online survey at http://s.zoomerang.com/s/localrevenue. For reporting period January 1 – June 30, 2018, the deadline for data submission is July 15, 2018. For reporting period July 1 – December 31, 2018, the deadline for data submission is January 15, 2019.

6. As of March 2015, the Office of Population Affairs (OPA)/Title X is directly collecting the Affordable Care Act (ACA) in-reach/outreach and enrollment activities data. Each sub-recipient (local health department) will be receiving guidance directly from OPA with an online survey link to submit their information to the federal funding agency. The Women's Health Branch will not be collecting the data and submitting it for you. The data will be due annually during the month of April.

7. The Family Planning Program must submit a plan for the proposed use of their TANF Out-of-Wedlock Birth Prevention funds to the Family Planning and Reproductive Health Unit in Raleigh. The plans are due to the DPH Program contact by June 1, 2018.

8. The Local Health Department shall complete an annual Community Engagement Plan and an annual Community Education/Service Promotion Plan. A sample template is located at: http://whb.ncpublichealth.com/provPart/forms.htm.

C. The Local Health Department shall complete the annual Local Health Department Pharmacy Services Survey as requested by the State Pharmacist. The survey is found at: https://www.surveymonkey.com/r/annuallhdpharmacysurvey

V. Performance Monitoring and Quality Assurance:

A. The Local Health Department must have a quality improvement (QI) process which includes review of at least one aspect of improving clinical services, and a description of steps taken by the family planning clinic in response to those findings at least annually. Details for this process can be found on pages 21-25 of the QFP (QFP Table 4, Title X, Section 8.7). Compliance with this requirement will be assessed during the monitoring process by the Women's Health Regional Nurse Consultants. The WHB has developed a sample template to assist with documenting QI processes, which is located at: http://whb.ncpublichealth.com/provPart/forms.htm

B. The Local Health Department must annually survey Family Planning patients regarding their levels of satisfaction with the clinical services they received, evaluate survey results, and adjust services as needed.

C. The Women's Health Regional Nurse Consultants (RNC) facilitate the monitoring process. The process includes: development of a pre-monitoring plan four to six months prior to the designated monitoring month; on-site monitoring visits every three years; and technical assistance visits via phone or email as needed. On-site monitoring visits include a review of audit charts, clinic observations, a review of policies and procedures, and a billing and coding assessment. A pre-monitoring visit from the RNC is optional.

D. A written report is completed for each on-site monitoring visit. The written report, which may indicate a Corrective Action Plan (CAP) is needed, will be emailed within 4 weeks after the monitoring site visit to the local Health Director and lead Local Health Department staff.

E. If a CAP is required, the Local Health Department must prepare and submit it within 30 days after the follow-up report is emailed to the Health Director by the DPH Program Contact. If a CAP has not been received within 30 days of the written report, then the Local Health Department does not have monitoring closure. If the monitoring is not closed within 90 days, the agency will be placed on high risk monitoring status which will require annual monitoring of the Local Health Department. Monitoring closure is defined as the Local Health Department being notified that their final CAP is acceptable or that they are being referred for continuing technical assistance.

F. A loss of up to 5% of funds may result for the Local Health Department that does not meet the level of non-Medicaid service deliverables (Attachment A) or expend all Title X and Healthy Mothers/Healthy Children (HMHC) funds for a two-year period.

VI. Funding Guidelines or Restrictions:

A. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – Requirements for pass-through entities, the Division provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.

1. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
2. Frequency: Supplements will be generated as the Division receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

B. Title X and Healthy Mothers/Healthy Children funds can be used to finance and maintain hardware, software and subscription linkage at current local market values.

Attachment C

Family Planning Clinical and Educational Services

Family Planning Clinical Services for Females

HISTORY
(Initial and Established Preventive Appointments)

1. Acute and chronic medical conditions including gynecological conditions; hospitalizations; surgery; blood transfusion or exposure to blood products*;* **R**
2. Pap history (date of last Pap, and if abnormal Pap, treatment*)* **R**
3. Menstrual history **R**
4. Contraceptive use past and present (including adverse effects) **R**
5. Obstetrical history **R**
6. Allergies **R**
7. Current use of prescription and over-the-counter medications **R**
8. Sexually transmitted diseases including HBV & HCV if indicated **R**
9. HIV **R**
10. Immunization assessment, including Rubella status **R**
    - Must offer either immunizations or referral for immunizations if patient not up-to-date on all recommended vaccines, including Hepatitis B and HPV vaccines, if indicated
11. Review of systems **R**
12. Pertinent history of immediate family members/ **R**
13. SOCIAL/SEXUAL HISTORY

- Pertinent partner(s) history **R**
- Extent of use of tobacco, alcohol, and other drugs **R**
- Sexual history and Social history **R**

14. Environmental exposures/hazards **R**
15. Depression screening when staff-assisted depression care supports are in place **R**
16. Screen for Intimate Partner Violence and provide or refer women who screen positive **R**
17. IF POSTPARTUM, advised to delay future pregnancy for 18 months to 5 years.
18. Assess for unprotected intercourse in past five days. If affirmative, administer or offer prescription for Emergency Contraception **R**

PHYSICAL ASSESSMENT

1. Height/Weight/Body Mass Index (BMI) **R** (Patient may decline and still receive any type of contraception)
2. Blood pressure **R** (Patient may decline and still receive any type of contraception, except for combined hormonal contraception)
3. Heart/Lungs/Extremities **I**
4. Thyroid **I**
5. Breast exam **I**
6. Abdomen **I**
7. Pelvic exam **I**
8. Pap test **I**
9. Rectum **I**
10. Colorectal cancer screening **I**

OTHER OFFICE VISITS
(Appointments In Between Preventive Appointments, Excluding Routine Supply Appointments)

1**.** Other office visits (excluding routine supply appointments) include: description of chief complaint, problem specific history, pertinent ROS, exam and labs as indicated, evaluation of birth control methods, and opportunity to change methods **R**

LABS

1. Gonorrhea testing **R (**Required if ≤25 years of age, and as indicated for those 26 and older per CDC guidelines and/or with IUD insertion **if required** per CDC's STD Screening Guidelines [U.S. Selected Practice Recommendations], 2016)
2. Chlamydia testing **R** (Required if ≤ 25years of age and as indicated for those 26 and older per CDC guidelines and/or with IUD insertion **if required** per CDC's STD Screening Guidelines [U.S. Selected Practice Recommendations], 2016)
3. Syphilis serology **I** (CDC recommends screening MSM, commercial sex workers, persons who exchange sex for drugs, those in adult correctional facilities and those living in communities with high prevalence)

Attachment C (continued)

4. HIV Testing **I** (CDC recommends all patients aged 13-64 be screened routinely and all persons likely to be at high risk for HIV be rescreened at least annually: IDU and their sex partners, persons who exchange sex for money or drugs, sex partners of HIV-infected persons, MSM or heterosexual person who themselves or sex partners have had more than one sex partner since their most recent HIV test)
5. Hepatitis C screening **I** (Agency may refer to another agency for testing if warranted by screening)
   - **(**USPSTF recommendation, Grade B) to screen persons at high risk for infection for hepatitis C, and one-time screening for HCV infection for persons in the 1945–1965 birth cohort
6. Diabetes testing **I**
   - (USPSTF recommendation, Grade B) to screen for type 2 diabetes in asymptomatic adults with sustained blood pressure (either treated or untreated) >135/80 mmHg;
   - (USPSTF recommendation, Grade B) to screen for diabetes in adults aged 40–70 years who are overweight or obese, and referring patients with abnormal glucose levels to intensive behavioral counseling interventions to promote a healthful diet and physical activity

Key: **(R)** Required

(I) As indicated by history, physical, method, previous lab tests, and/or COG/ACS/USPSTF/ASCCP/ASCP/SPR/QFP

ROUTINE SUPPLY APPOINTMENTS

1. **Routine supply appointments include:** Evaluation of birth control methods, opportunity to change methods, dispensing/administering/distributing contraceptive methods as indicated and as desired by the patient **R**

Note 1: If a patient declines a service, this must be documented in the record.

Note 2: Return appointment does not include routine supply appointment.

Attachment C (continued)

Family Planning Clinical Services for Males

HISTORY
(Initial and Established Preventive Appointments)

1. Acute and chronic conditions including urological conditions hospitalizations; surgery; blood transfusion or exposure to blood products; **R**
2. Allergies **R**
3. Current use of prescription and over-the-counter medications **R**
4. STIs (including HBV & HCV) **R**
5. HIV **R**
6. Immunization assessment, including Rubella status **R**
   - Must offer either immunizations or referral for immunizations if patient not up-to-date on all recommended vaccines, including Hepatitis B and HPV vaccines, if indicated
7. Review of systems **R**
8. Pertinent history of immediate family members **R**
9. SOCIAL/SEXUAL HISTORY
   - Pertinent partner(s) history **R**
   - Extent of use of tobacco, alcohol, and other drugs **R**
   - Sexual History /Social History **R**
10. Environmental exposures/hazards **R**
11. Depression screening when staff-assisted depression care supports are in place **R**
12. Assess for unprotected intercourse in past five days. If affirmative, educate about how partner may obtain Emergency Contraception **R**

PHYSICAL ASSESSMENT

1. Height/Weight/Body Mass Index (BMI) **R** (Patient may decline and still receive any desired Family Planning services)
2. Blood pressure **R** (Patient may decline and still receive any desired Family Planning services)
3. Heart/Lungs/Extremities **I**
4. Thyroid **I**
5. Breast **I**
6. Abdomen **I**
7. Genitals **I**
8. Rectum **I**
9. Colorectal cancer screening **I**

OTHER OFFICE VISITS
(Appointments In Between Preventive Appointments, Excluding Routine Supply Appointments)

1. Other office visits (excluding routine supply appointment s) include: description of chief complaint, problem specific history, pertinent ROS, exam and labs as indicated, evaluation of birth control methods, and opportunity to change methods **R**

LABS

1. Gonorrhea **I**
2. Chlamydia **I**
3. Syphilis serology **I**
4. HIV Testing **I**
5. Hepatitis C screening **I** (Agency may refer to another agency for testing if warranted by screening)
   - (USPSTF recommendation, Grade B) to screen persons at high risk for infection for hepatitis C, and one-time screening for HCV infection for persons in the 1945–1965 birth
6. Diabetes testing **I**
   - (USPSTF recommendation, Grade B) to screen for type 2 diabetes in asymptomatic adults with sustained blood pressure (either treated or untreated) >135/80 mmHg;
   - (USPSTF recommendation, Grade B) to screen for diabetes in adults aged 40–70 years who are overweight or obese, and referring patients with abnormal glucose levels to intensive behavioral counseling interventions to promote a healthful diet and physical activity

ROUTINE SUPPLY APPOINTMENTS

1. Routine supply appointments include: Evaluation of birth control methods, opportunity to change methods, distributing over-the-counter contraceptive methods as indicated and as desired by the patient **R**

Key: **(R)** Required
(I) As indicated by history, physical, method, previous lab tests, and/or ACOG/ACS/USPSTF/ASCCP/ASCP/SPR/QFP

Note 1: If a patient declines a service, this must be documented in the record.

Note 2: Return appointment does not include routine supply appointment.

Attachment C (continued)

Family Planning Female Patient Education Requirements

The patient should receive and understand the information she needs to make informed decisions and follow treatment plans. This requires careful attention to how information is communicated. The following strategies can make information more readily comprehensible to patients:

1. Educational materials should be clear and easy to understand. **R**
2. Information should be delivered in a manner that is culturally and linguistically appropriate. **R**
3. The amount of information should be limited and emphasize essential points which focus on knowledge gaps identified during the assessment. **R**
4. Whenever possible, natural frequencies and common denominators (i.e., 1 in 100 using an IUC or implant is likely to get pregnant within 1 year, etc.) are used in the education activity. **R**
5. Balanced information on risks and benefits of the contraceptive method chosen should be presented and messages framed positively. **R**
6. Active patient engagement should be encouraged and each appointment should be tailored to the patient's individual circumstances and needs. **R**
7. Information needed to make an informed decision about family planning **R**
8. Use specific methods of contraception and identify adverse effects **R**
9. Based on the sexual risk assessment, reduction of risk of transmission of STIs and HIV for those who screen positive for high risk **R**
10. Stop tobacco use, implementing the 5A counseling approach **R**
11. Promote daily consumption of multivitamin with folic acid to those who are capable of conceiving **R**
12. Provide reproductive life planning counseling (See Box 2 in QFP for details) **R**
13. Review immunization history and inform patient of recommended vaccine per CDC's ACIP Guidelines and offer, as indicated, or refer to other providers **R**
14. Provide GED counseling if indicated by history **R**
15. Provide preconception counseling **R**
16. Adolescents must be told that services are confidential, family involvement is encouraged and resisting sexual coercion is discussed. **R**
17. Adolescents must be informed about abstinence, condoms, LARC and other methods of contraception. **R**
18. Adolescents should be provided intervention to prevent initiation of tobacco use **R**
19. Understand BMI greater than 25 or less than 18.5 is a health risk (*Weight management educational materials to be provided if patient requests)* **I**
20. Encourage biennial screening mammogram for women aged 50 and older and <50 if conditions support providing the service to an individual patient **I**
21. Provide achieving pregnancy counseling **I**
22. Provide basic infertility counseling **I**

Patient Method Counseling

Method counseling is individualized dialogue that must be included in patient's record either as a check box (electronic format) or as a written statement. The "Teach Back" method may be used to confirm the patient understands. It covers:

1. Results of physical assessment and labs (if performed) **R**
2. Methods of contraception reviewed by tiered approach **R**
3. Provide Emergency Contraception counseling **R**
4. How to d/c method selected, information on back up method **R**
5. Typical use rates for method effectiveness **R**
6. How to use the method consistently and correctly **R**
7. Protection from STDs if non-barrier method chosen **R**
8. Warning signs for rare but serious adverse events and what to do if they experience a warning sign (including emergency 24-hour number, where to seek emergency services outside of hours of operation) **R**
9. When to return for a follow up (planned return schedule) **R**
10. Appropriate referral for additional services as needed **R**

Key: **(R)** Required
(I) As indicated

Attachment C (continued)

Family Planning Male Patient Education Requirements

The patient should receive and understand the information she needs to make informed decisions and follow treatment plans. This requires careful attention to how information is communicated. The following strategies can make information more readily comprehensible to patients:

1. Adolescents must be told that services are confidential, family involvement is encouraged and resisting sexual coercion is discussed. **R**
2. Adolescents should be provided intervention to prevent initiation of tobacco use. **R**
3. Adolescents must be informed about abstinence, condoms, LARC and other methods of contraception. **R**
4. Educational materials should be clear and easy to understand. **R**
5. Information should be delivered in a manner that is culturally and linguistically appropriate. **R**
6. The amount of information should be limited and emphasize essential points which focus on knowledge gaps identified during the assessment. **R**
7. Whenever possible, natural frequencies and common denominators (i.e., 1 in 100 using an IUC or implant is likely to get pregnant within 1 year, etc.) are used in education activity. **R**
8. Balanced information on risks and benefits of the contraceptive method chosen should be presented and messages framed positively. **R**
9. Active patient engagement should be encouraged and each appointment should be tailored to the patient's individual circumstances and needs. **R**
10. Information needed to make an informed decision about family planning **R**
11. Use specific methods of contraception and identify adverse effects **R**
12. Based on the sexual risk assessment, reduction of risk of transmission of STIs and HIV for those who screen positive for high risk **R**
13. Stop tobacco use, implementing the 5A counseling approach **R**
14. Provide reproductive life planning counseling **R**
15. Provide preconception counseling **R**
16. Review immunization history and inform patient of recommended vaccine per CDC's ACIP Guidelines and offer, as indicated, or refer to other providers **R**
17. Provide GED counseling if indicated by history **R**
18. Provide achieving pregnancy counseling **I**
19. Provide basic infertility counseling **I**
20. Understand BMI greater than 25 or less than 18.5 is a health risk (*Weight management educational materials to be provided patient requests)* **I**

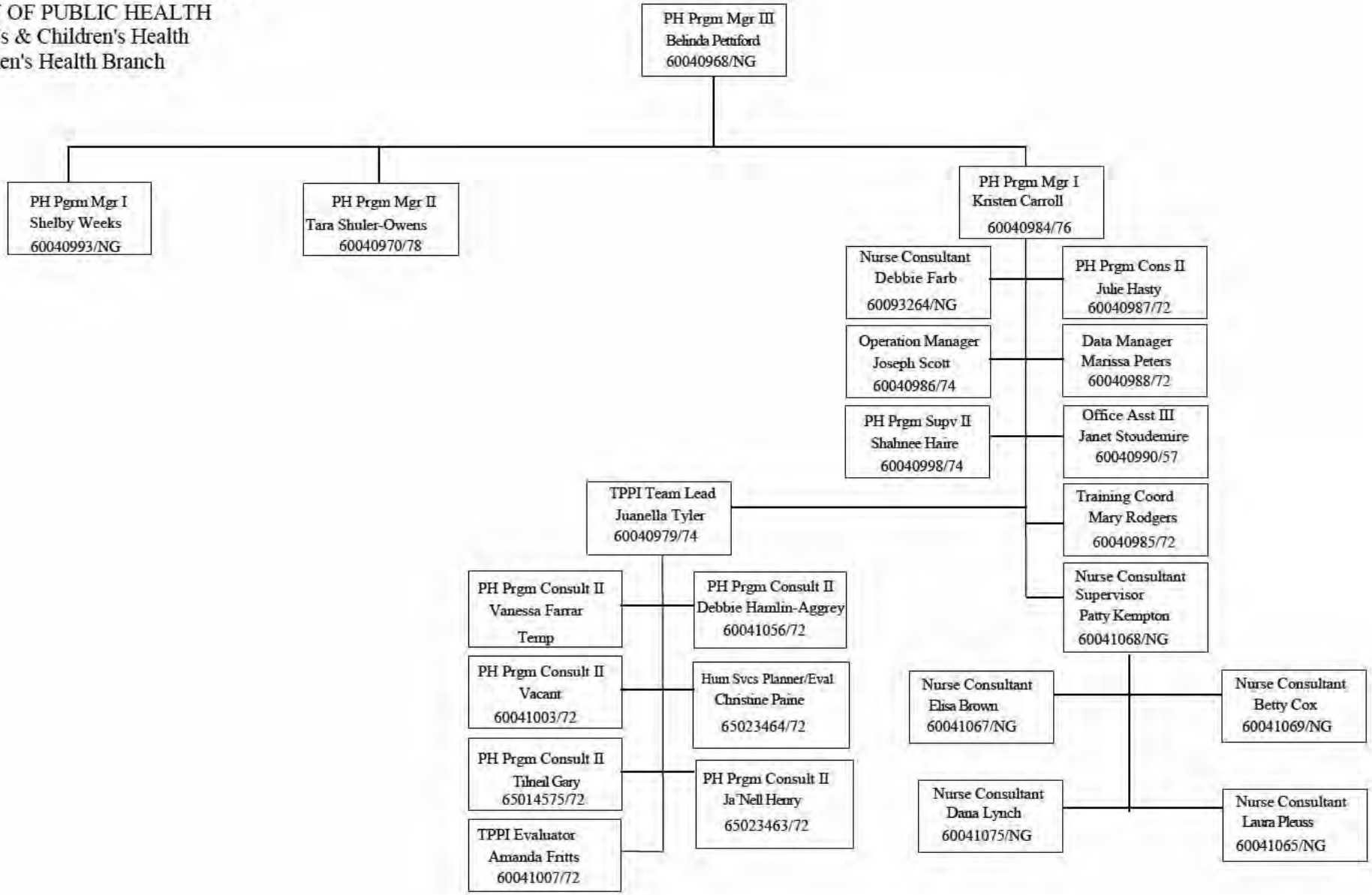
Patient Method Counseling

Method counseling is individualized dialogue that must be included in the patient's record either as a check box (electronic format) or as a written statement. The "Teach Back" method may be used to confirm the patient understands. It covers:

1. Results of physical assessment and labs (if performed) **R**
2. Methods of contraception reviewed by tiered approach **R**
3. Provide Emergency Contraception counseling **R**
4. How to d/c method selected, and information on back up method **R**
5. Typical use rates for method effectiveness **R**
6. How to use the method consistently and correctly **R**
7. Protection from STDs if non-barrier method chosen **R**
8. Warning signs for rare but serious adverse events and what to do if they experience a warning sign (including emergency 24-hour number, where to seek emergency services outside of hours of operation) **R**
9. When to return for a follow up (planned return schedule) **R**
10. Appropriate referral for additional services as needed **R**

Key: **(R)** Required
(I) As indicated

Department of Health and Human Services
DIVISION OF PUBLIC HEALTH
Women's & Children's Health
Women's Health Branch



OMB Number: 4040-0010
Expiration Date: 12/31/2019

Key Contacts Form

*** Applicant Organization Name:**

North Carolina Department of Health and Human Services

Enter the individual's role on the project (e.g., project manager, fiscal contact).

*** Contact 1 Project Role:** Project Director

Prefix:

* First Name: Kristen

Middle Name:

* Last Name: Carroll

Suffix:

Title: Family Planning and Reproductive Health Unit

Organizational Affiliation:

* Street1: 1929 Mail Service Center

Street2:

* City: Raleigh

County:

* State: NC: North Carolina

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 27699-1929

* Telephone Number: 919-707-5685

Fax:

* Email: kristen.carroll@dhhs.nc.gov

OMB Number: 4040-0010
Expiration Date: 12/31/2019

Key Contacts Form

*** Applicant Organization Name:**

North Carolina Department of Health and Human Services

Enter the individual's role on the project (e.g., project manager, fiscal contact).

*** Contact 2 Project Role:** Fiscal contact

Prefix:

* First Name: Pat

Middle Name:

* Last Name: Ward

Suffix:

Title: Chief Budget Officer

Organizational Affiliation:

* Street1: 1931 Mail Service Center

Street2:

* City: Raleigh

County:

* State: NC: North Carolina

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 27699-1931

* Telephone Number: 919-707-5075

Fax:

* Email: pat.ward@dhhs.nc.gov